



## Cornell University ILR School

### NYS PERB Contract Collection – Metadata Header

This contract is provided by the Martin P. Catherwood Library, ILR School, Cornell University. The information provided is for noncommercial educational use only.

Some variations from the original paper document may have occurred during the digitization process, and some appendices or tables may be absent. Subsequent changes, revisions, and corrections may apply to this document.

For more information about the PERB Contract Collection, see  
<http://digitalcommons.ilr.cornell.edu/perbcontracts/>

Or contact us:

Catherwood Library, Ives Hall, Cornell University, Ithaca, NY 14853  
607-254-5370 [ilrref@cornell.edu](mailto:ilrref@cornell.edu)

#### Contract Database Metadata Elements

Title: **Corning-Painted Post Area School District and Civil Service Employees Association, Inc. (CSEA), AFSCME, AFL-CIO, Local 1000 & Steuben County Local 8710, Corning City School Unit (1998)**

Employer Name: **Corning-Painted Post Area School District**

Union: **Civil Service Employees Association, Inc. (CSEA), AFSCME, AFL-CIO**

Local: **1000 & Steuben County Local 8710, Corning City School Unit**

Effective Date: **07/01/98**

Expiration Date: **06/30/03**

Number of Pages: **58**

For additional research information and assistance, please visit the Research page of the Catherwood website - <http://www.ilr.cornell.edu/library/research/>

For additional information on the ILR School, <http://www.ilr.cornell.edu/>

**4845\_06302003**

Corning-Painted Post Central School  
District And Csea Local 8710  
(Steuben County Non-Instructnl Unit)

136  
4160

SD  
GEN

# AGREEMENT

BETWEEN

**CORNING-PAINTED POST AREA SCHOOL DISTRICT**

**AND**

**CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.**  
**LOCAL 1000, AFSCME AFL-CIO**  
**UNIT 8710**

NYS PUBLIC EMPLOYMENT  
RELATIONS BOARD

**JULY 1, 1998 - JUNE 30, 2003**

OCT 19 2000

EXECUTIVE DIRECTOR OF

# ALPHABETICAL INDEX

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
12	Bulletin Boards . . . . .	6
44	Bus Drivers' Examination . . . . .	26
APP. II	Bus Driver - Extra Trips . . . . .	52
22	Call-in Pay . . . . .	12
45A4	Clerical Professional Standards Program . . . . .	30
42	Commercial Driver's License . . . . .	25
11	Contract Copies . . . . .	6
2	Definitions and Applicability . . . . .	3
35	Disciplinary Procedure . . . . .	20
4	Dues Check-off & Union Security . . . . .	4
49	Duration . . . . .	50
28	Emergency & Special Purpose Days . . . . .	15
34	Emergency Closing Days . . . . .	20
47	Emergency Volunteer Work . . . . .	49
48	Employee Evaluations . . . . .	49
APP. I	Support Staff Performance Report . . . . .	51
36	Grievance Procedure . . . . .	21
46	In-Service Programs . . . . .	49
19	Insurance Benefits . . . . .	9
	Coordination Medical & Dental Benefits . . . . .	10
16	Job Vacancies & Posting . . . . .	8
33	Jury Duty . . . . .	19
37	Labor/Management Committee . . . . .	22
25	Longevity . . . . .	13
5	Management Rights . . . . .	4
23	Mileage Payments . . . . .	12
21	Overtime . . . . .	12
26	Paid Holidays . . . . .	13
24	Paid Lunch Period . . . . .	13
10	Past Practice . . . . .	6
43	Personnel Files . . . . .	25
1	Preamble . . . . .	3
13	Probation Status . . . . .	6
17	Promotions . . . . .	8
3	Recognition . . . . .	3
18	Retirement . . . . .	9
9	Savings Clause . . . . .	6
15	Seniority . . . . .	7
30	Serious Family Illness & Bereavement . . . . .	17
39	Shift Differential . . . . .	24
29	Sick Leave . . . . .	16
38	Sole & Head Custodians . . . . .	23
14	Termination of Employment . . . . .	6
41	Tools . . . . .	24
8	Totality of Agreement . . . . .	5
APP. II	Transportation Work Rules . . . . .	53
40	Uniforms . . . . .	24
7	Union Representatives . . . . .	5
6	Union Rights . . . . .	5
31	Unpaid Leave . . . . .	18
27	Vacation . . . . .	14
20	Workday - Workweek . . . . .	11
32	Workers' Compensation Leave . . . . .	18

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
SALARY SCHEDULES		
CLERICAL		
45-A-1	Clerk, Typist, Offset Print Machine Operator Wage Table	27
45-A-2	Account Clerk, Account Clerk/Typist Wage Table	28
45-A-3	Sr. Account Clerk, Sr. Account Clerk/Typist, Sr. Typist, Sr. Offset Print Machine Operator, Secretary I, Stenographic Secretary Wage Table	29
CUSTODIAL/MAINTENANCE		
45-B-1	Custodial Worker Wage Table	31
45-B-2	Custodian, Delivery Driver, Maintenance Worker Wage Table	32
45-B-3	Head Custodian (Middle School) Wage Table	33
45-B-4	Head Custodian (High School) Wage Table	34
45-C-1	Maintenance Mechanic, Automotive Mechanic Wage Table	35
45-C-2	Chief Maintenance Mechanic	36
BUS DRIVER		
45-D-1	Bus Driver Wage Table	38
45-C-3	Head Automotive Mechanic	37
CAFETERIA		
45-G-1	Cook Manager Wage Table	41
45-G-2	Cook, Baker Wage Table	42
45-G-3	Senior Food Service Helpers (Middle School) Wage Table	43
45-G-4	Senior Food Service Helpers (Elementary School) Wage Table	44
45-G-5	Food Service Helpers Wage Table	45
45-H	Stores Clerk	46
AIDES, MONITORS, RPN & LPN		
45-I	Registered Professional Nurse	47
45-J	Licensed Practical Nurse	48
45-E	Teacher Aide, Family Aide, Family Service Asst., Health Office Aide Wage Table	39
45-F	School Monitor Wage Table	40

## ARTICLE 1 - PREAMBLE

This agreement is made pursuant to Article 14 of the Civil Service Law of the State of New York and entered into as of the first day of July, 1998 between the Superintendent of Schools of the City School District of the City of Corning and the Civil Service Employees Association, Inc., Local 1000, AFSCME AFL-CIO, for and on behalf of the Corning City School Unit of the Steuben County Local.

## ARTICLE 2 - DEFINITIONS AND APPLICABILITY

### Section 1

As used in this agreement:

- a. The term "Board" means the Board of Education of the City School District of the City of Corning.
- b. The term "Union" means the Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO.
- c. The term "Superintendent" means the Superintendent of Schools of the City School District of the City of Corning.
- d. The term "Employee" means any individual represented by the Union as his or her collective bargaining agent.
- e. The term "District" means the City School District of the City of Corning, or the Corning-Painted Post Area School District.

### Section 2

Whenever the context so requires, the use of words in this agreement in the singular shall be construed to include the plural and words in the plural shall be construed to include the singular. Words, whether they be in the masculine, feminine or neuter gender, shall be construed to include all of said genders, unless the context would require that the gender apply to only one sex. By the use of the aforesaid genders, it is understood that it is for convenience purposes only and that said use is not to be interpreted to be discriminatory by reason of sex.

## ARTICLE 3 - RECOGNITION

### Section 1

The District hereby recognizes the Union as sole and exclusive negotiating agent for all current classified civil service job titles with the exception of teaching assistants, educational assistants, managerial and confidential employees.

### Section 2

If a new position is created during the life of this agreement which has a community of interest with the employees covered under this agreement, the inclusion of said position shall be determined by mutual agreement of the parties in accordance with P.E.R.B. regulations.

### Section 3

All managerial and confidential positions which shall be excluded are as follows:

- Secretary to Superintendent
- Secretary to Assistant Superintendent for Personnel
- Secretary to Assistant Superintendent for Instruction
- Secretary to Business Administrator
- Secretary for Employee Resources and Labor Relations
- Treasurer

## ARTICLE 4 - DUES CHECK-OFF AND UNION SECURITY

### Section 1

The District shall deduct from the wages of employees and remit to the Civil Service Employees Association, Inc., 143 Washington Ave., Albany, NY 12210, regular membership dues, and Union sponsored insurances for those employees who have executed an appropriate payroll deduction authorization permitting such deductions. However, if required by the Insurance Law of the State of New York or by an insurance company, the District will transmit such monies directly to the insurance company or companies as designated in writing by the Union. The District agrees to deduct and remit such monies exclusively for the Union.

### Section 2

The Union President may request a list of names, home address, social security number, work locations, position titles and CSEA insurance deductions of all employees in the negotiating unit covered by this agreement, and the Union President may request every thirty (30) days a list of names, work locations, and position titles of newly hired, reinstated or transferred employees, as well as a list of employees who terminated employment.

### Section 3

CSEA having been recognized or certified as the exclusive representative of employees within the negotiating unit, shall be entitled to have deductions made from the wages or salary of employees of said bargaining unit who are not members of CSEA, the amount equivalent to the dues levied by CSEA and the fiscal or disbursing officer shall make such deductions and transmit the sum so deducted to CSEA. Any employee within the bargaining unit working ten (10) hours or less per week shall be excluded from this provision.

### Section 4

The fiscal officer making such deductions will transmit these amounts to CSEA, 143 Washington Ave., Albany, NY 12210. This deduction will be accompanied by a listing indicating the names and home addresses of those employees who are not members of the Union.

### Section 5

The Union agrees to save the District harmless in any and all matters whatsoever relating to the agency fee deduction.

## ARTICLE 5 - MANAGEMENT RIGHTS

### Section 1

The District hereby retains and reserves unto itself, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New York and/or the United States.

## Section 2

The exercise of these powers, rights, authority, duties, and responsibilities by the Board and the adoption of such rules, regulations and policies as it may deem necessary shall be limited only by the specific and express terms of this Agreement.

## ARTICLE 6 - UNION RIGHTS

The Union shall have the sole and exclusive right with respect to other employee organizations to represent all employees in the heretofore defined bargaining unit in any and all proceedings under the Civil Service Law; under any other applicable law, rules, regulation or statute, and under the terms and conditions of this Agreement; to designate its own representatives and to appear before any appropriate official of the District to effect such representation; to direct, manage and govern its own affairs; to determine those matters which the member wishes to negotiate and pursue all such objectives. The Union shall have the sole and exclusive right to pursue any matter or issue including, but not limited, to the grievance and appeal procedure in this agreement.

## ARTICLE 7 - UNION REPRESENTATIVES

### Section 1

A total of nineteen (19) days shall be granted to the Union for county, state and national conventions, conferences, task forces and committee meetings. These days will be approved by the President of the Union and the names of the employees using the days and the dates of absence will be forwarded, in writing, to the Assistant Superintendent for Personnel at least one (1) week in advance of the use of any such days. In addition to the number of days hereinabove set forth, the Union may use an additional fifteen (15) days; provided however, that the Union agrees to reimburse the District at the employee's per diem rate for each day or part thereof and, further, that the Union agrees to reimburse the District for the cost of any substitute employees, if the District requires substitutes.

### Section 2

Employees designated as grievance representatives will be allowed to handle grievances of employees and to represent employees at all stages of the grievance procedure with no loss of pay.

### Section 3

Authorized Union field representatives shall be allowed access to employees on the job. However, prior notice must be given to the Assistant Superintendent for Personnel.

### Section 4

All night employees shall be allowed to attend union meetings up to one and one-half hours per meeting and a maximum of two meetings per year with no loss of compensation and without having to make up time spent at such meetings. Such employees shall be allowed to attend additional meetings with prior approval of the Assistant Superintendent for Personnel.

## ARTICLE 8 - TOTALITY OF AGREEMENT

The District and the Union acknowledge that during the negotiations which resulted in this Agreement, each had the right and opportunity to make proposals with respect to any subject or matter not removed by law from the area of collective negotiations.

This document constitutes the entire agreement between the parties and no verbal statement or other agreement in whatever form, except an amendment to this agreement in written

form and annexed hereto and specifically designated as an amendment to this agreement shall supersede or vary any of the provisions herein contained.

## **ARTICLE 9 - SAVINGS CLAUSE**

### **Section 1**

If any article or part thereof of this Agreement or any addition thereto should be decided as in violation of any federal, state or local law; or if any adherence to or enforcement of any article or part thereof should be restrained by a court of law, the remaining articles of this Agreement or any addition thereto shall not be affected.

### **Section 2**

If a determination or decision is made per above paragraph of this article, the original parties to this Agreement shall convene immediately for purposes of negotiating a replacement for such article only or part thereof.

### **Section 3**

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATION TO PERMIT ITS IMPLEMENTATION BY LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

## **ARTICLE 10 - PAST PRACTICES**

Any economic benefit presently in effect and not modified or abridged by this Agreement shall continue in full force and effect for the term of this Agreement.

## **ARTICLE 11 - CONTRACT COPIES**

The District shall reproduce and make available copies of this Agreement to the Union and all employees. The size of such copies will be 8 1/2" X 11".

## **ARTICLE 12 - BULLETIN BOARDS**

The District shall make bulletin board space available at all work locations of the District which shall be used solely by the Union. This clause in no way abridges the District's right to place releases and other material on any and all boards at these locations.

## **ARTICLE 13 - PROBATION STATUS**

All newly hired or promoted employees shall be placed on a probationary status of twenty-six weeks.

## **ARTICLE 14 - TERMINATION OF EMPLOYMENT**

### **Section 1**

Every resignation must be in writing and shall be submitted to the office of the Assistant Superintendent for Personnel at least two weeks prior to its effective date.



## Section 2

Any permanent employee who is to be laid off or whose position is to be abolished shall be given thirty (30) calendar days advance written notice.

## ARTICLE 15 - SENIORITY

### Section 1

Seniority shall be defined as the length of continuous service with the District from the last date of hire.

### Section 2

All employees in the competitive class shall, for the purposes of layoff and recall, be governed by the provisions of Section 80 of the Civil Service Law.

The District will provide to employees upon request a copy of Section 80 of the Civil Service Law in pamphlet form.

### Section 3

For purposes of layoff and recall, all employees other than those in the competitive class shall be treated in the following manner: the employee with the least seniority (in the appropriate job title) shall be the first to be laid off until the total number of employees required to decrease forces shall be established. Having exhausted his seniority in his current title, the laid off employee may exercise his seniority to displace an employee with lesser seniority in other job titles he has previously held. Recalls shall be in inverse order of layoff.

### Section 4

As used in section 1, continuous service includes any time period when the employee is on the District's active payroll and those periods when an employee is a) on leave of absence; b) on layoff; c) absent from, and unable to perform the duties of his position by reason of a disability resulting from illness or occupational injury or disease; d) such other periods of service, if any, as the Civil Service Law requires to be treated as part of the employees' continuous service.

### Section 5

Subject to the applicable provisions of the Civil Service Law, if any, an employee loses his seniority when one or more of the following occurs: he resigns (unless he is reinstated within the period permitted by any provision of the Civil Service Law applicable to him); he is discharged; he retires or he refuses a recall.

### Section 6

If two (2) or more employees are hired or appointed on the same date, their relative seniority shall be determined by the order of appointment by the appointing authority.

### Section 7

Seniority shall be the determining factor in shift assignment, vacations, emergency/special purpose days and days off.

### Section 8

The District shall provide within sixty (60) days from the execution of this Agreement, and within sixty (60) days of each anniversary date, a seniority roster which shall be posted on all bulletin boards for thirty (30) days.

## **ARTICLE 16 - JOB VACANCIES AND POSTING**

### **Section 1**

When a job vacancy or vacancies occur within District employment, the District will be responsible for distributing and posting the announcement of such vacancies in the "Staff Bulletin" and on all designated bulletin boards at least ten (10) calendar days prior to the day that they are to be filled. Announcements of such vacancies shall contain the title for the position(s) to be filled, minimum qualifications required for appointment, the number of hours, work location of the vacancy(ies), and the salary range.

### **Section 2**

When such vacancies are announced as provided herein, employees who wish to be considered for appointment to such vacancies shall be allowed to file appropriate notice with the Assistant Superintendent for Personnel; provided however, that such notice must be filed within five (5) days following the announcement of the vacancy(ies).

### **Section 3**

Present employees shall receive first consideration for job vacancies. Qualifications, ability, and seniority will be the factors considered in the filling of vacancies. All qualified District employees who apply for a vacancy will be interviewed. All unsuccessful applicants will be notified in writing, by the Assistant Superintendent for Personnel. For competitive class positions, interviewing will not be required if a valid, Civil Service eligible list is in existence for the posted position and the employee who bid on the position is not an eligible candidate on such list.

### **Section 4**

The Union recognizes the right of the District to transfer. However, if there is a substantial geographic location change, the Union requests the District to consider any economic hardship it may cause the employee. Shift change and transfer will not be made for disciplinary purposes.

## **ARTICLE 17 - PROMOTIONS**

### **Section 1**

An employee who is promoted to a higher paid job title shall be paid his or her present base salary and then shall be placed on the step of the salary schedule of his or her new title which is at least equal to, but not less than, the employee's base salary in his or her former title plus one increment. No employee shall receive a new base salary greater than the maximum salary on the schedule of the new title. Base salary shall not include stipends, pay differentials, or any other additional factor and shall be set forth in the wage tables elsewhere in this Agreement.

### **Section 2**

There will be no compensation paid for taking another civil service examination for promotional purposes.

### **Section 3**

Any employee who is assigned to and performs the duties of, a higher paid classification for a period in excess of five (5) consecutive days, shall receive an additional ten (10%) percent or step one (1) of the salary schedule for that position, whichever is greater. Such payment shall commence on the sixth (6th) day of said assignment and shall not be retroactive.

## ARTICLE 18 - RETIREMENT

### Section 1

The District shall provide under the New York State Employee's Retirement System, the non-contributory "20-year Career Plan," Section 75-1, and the "\$20,000 Maximum Death Benefit", Section 60-b.

### Section 2

In the event the New York State Legislature authorizes the purchase of military service credits, the District will make this option available to the employees, provided however, that there shall be no cost to the District. Such purchase of military service credits shall not be included in either an employee's seniority standing or longevity payment.

### Section 3

Employees who notify the District that they will retire, shall be allowed to utilize accumulated, unused sick leave in the following manner: Any employee giving at least one (1) year's notice of retirement shall have his salary increased by one (1) day per week from the time of notification to the actual retirement. In no case shall this additional payment per week exceed two (2) years or one (1) week per available sick leave day. For each week that an employee receives additional pay as provided for herein, his remaining, accumulated sick leave shall be reduced by one (1) day per week. Utilization of the provisions of this Section of the Agreement, shall in no way impact any other provisions of this agreement.

### Section 4

Employees shall be eligible for the provisions of Section 3 above, provided a) The employee has fifteen (15) consecutive years service with the District and b) The employee will have reached his fifty-fifth (55th) birthday at the time he leaves District employment.

### Section 5

Should the State offer a retirement incentive subsequent to an employee receiving benefits under Section 3 above, the employee shall have waived the right to such State incentive.

## ARTICLE 19 - INSURANCE BENEFITS\*\*

### Section 1

All regularly appointed eligible employees\*\* will be entitled to receive individual, two-person, or family coverage and shall be entitled to coverage equivalent to the specifications of the Blue-Cross 70 day Plan and the Blue Shield UCRI Plan with the following riders and provisions:

- a. Ambulance care
- b. In-patient diagnostic
- c. Full maternity
- d. College student to age 25
- e. Hospital coverage at non-member hospitals equal to member hospitals and
- f. Two dollar Generic/Seven dollar Brand Name co/Pay prescription drug rider.
- g. Mandatory Ambulatory Surgery Rider

The plan will also be equivalent to the specifications of Blue Cross/Blue Shield Major Medical with the following provisions:

- h. One Hundred dollar (\$100.00)/Three Hundred dollar (\$300.00) deductibles
- i. 80/20 co-insurance
- j. maximum coverage to \$1,000,000, and
- k. student coverage to age 25.

All regularly appointed eligible employees\*\* shall also be entitled to coverage equivalent to the Blue Shield Plan A Basic and Supplemental Dental coverage with orthodontic, periodontic and prosthetic riders.

#### Section 2 - Premium Contribution

Effective January 1, 1996, participating employees will contribute 1.5% of all wages and supplements appearing on their annual salary notice towards the cost of health/dental coverage. This contribution shall not be applicable to supplemental pay and overtime pay.

Effective July 1, 2000, participating employees will contribute 1.0% for an individual policy, 1.3% for a two (2) person policy, and 1.6% for a family policy of all wages and supplements appearing on their annual salary notice towards the cost of health/dental coverage. This contribution shall not be applicable to supplemental pay and overtime pay.

Effective July 1, 2001, participating employees will contribute 1.05% for an individual policy, 1.35% for a two (2) person policy, and 1.65% for a family policy of all wages and supplements appearing on their annual salary notice towards the cost of health/dental coverage. This contribution is applicable to overtime and supplemental pay. Contributions for health insurance related to overtime pay shall be deducted as the employee earns it.

Effective July 1, 2002, participating employees will contribute 1.1% for an individual policy, 1.4% for a two (2) person policy, and 1.7% for a family policy of all wages and supplements appearing on their annual salary notice towards the cost of health/dental coverage. This contribution is applicable to overtime and supplemental pay. Contributions for health insurance related to overtime pay shall be deducted as the employee earns it.

#### Section 3 - Vision

The District shall participate in and pay 50% of the cost of the CSEA-EBF Platinum -12 Optical for all regularly appointed eligible employees.\*\* All eligible employees shall pay 50% of such optical coverage through payroll deduction.

#### Section 4 - Coordination of Medical Benefits

When a husband and wife are both employees of the Corning-Painted Post Area School District and are eligible for medical coverage under a family contract, one employee will elect family medical coverage covering both employees and their dependents.

In addition to the coverage afforded under the insurance plan, following satisfaction of the \$100.00 individual deductible, the spouse and dependents will be eligible for reimbursement limited to the twenty percent coinsurance portion of the initial two thousand dollars of major medical expense for a calendar year to the same extent as would be allowed if the spouse had been covered under a separate major medical plan.

Allowable expense means any necessary, reasonable and customary expense covered by the plan.

#### Section 5 - Coordination of Dental Benefits

When a husband and wife are both employees of the Corning-Painted Post Area School District and are eligible for dental coverage under a family contract, one employee will elect family dental coverage covering both employees and their dependents. Following payment of the scheduled benefit contained in the dental plan document, the plan member, spouse, and dependents will be eligible for reimbursement of additional dental expense equal to the lesser of the balance of the charges remaining following payment under the plan or the scheduled benefit contained in the dental plan document.

In no event would the benefit under this provision exceed the scheduled benefit and the annual and lifetime limits contained in the dental plan document.

#### Section 6

- a. \*\*ELIGIBILITY: Unit members whose annualized salary is \$9,815 or more. Once eligible, involuntary reductions in employment time will not remove eligibility.

Effective July 1, 2000, employees whose annualized salary is \$11,000 or more will be eligible. Once eligible, involuntary reductions in employment time will not remove eligibility.

Effective July 1, 2001, employees whose annualized salary is \$11,440 or more will be eligible. Once eligible, involuntary reductions in employment time will not remove eligibility.

Effective July 1, 2002, employees whose annualized salary is \$11,920 or more will be eligible. Once eligible, involuntary reductions in employment time will not remove eligibility.

- b. Such coverage may begin for a new employee or a newly eligible employee within 30 days of filing an enrollment application.
- c. The employee is entitled to health and dental coverage through the last month of active employment.
- d. The District's share of insurance for the months of July and August will be paid by the District for 10 and 11 month continuing employees.

#### Section 7

Eligible employees may voluntarily participate in the Flexible Spending Plan established by the District, pursuant to IRS Code §125. Plan procedures and limitations, if any, shall be established by the District. Revisions to the plan design shall be communicated to eligible employees at least thirty (30) days prior to implementation.

#### Section 8

Eligible employees, who retire on or after July 1, 1997, will contribute 5% of the annual cost of the health insurance plan premium or premium equivalent.

#### Section 9

Any individual currently enrolled in a two-person or family plan, whose spouse is covered under another health insurance plan, shall be offered an annual cash buy-out of \$1,000 to surrender coverage under the District plan and become enrolled under the spouse's plan. The buy-out amount shall be paid to the staff member during July following the insurance plan year. If, during the course of a year, coverage under the spouse's plan ceases, the staff member shall be entitled to re-enroll under the District's plan following written notification to Personnel Services. The staff member will be paid a pro rata portion of the buy-out amount by the District.

### ARTICLE 20 - WORKDAY - WORKWEEK

#### Section 1

The present workday shall continue as presently in effect. The workweek shall be from Monday 12:01 a.m. through Sunday night at midnight.

#### Section 2

Ten-month employees shall have the option of a twenty-one (21) or twenty-six (26) pay plan.

## ARTICLE 21 - OVERTIME

### Section 1

In the event an employee is required to work in excess of the full-time hours ascribed to his or her job classification in a workweek, by the supervisor, the employee shall receive one and one-half (1 ½) times his or her regular hourly rate for those hours worked in excess of the regular full time workweek.

The regular full-time workweek shall be considered as follows:

- |    |                             |              |
|----|-----------------------------|--------------|
| a. | Clerical employees, Teacher |              |
|    | Aides, RPN                  | - 37 ½ hours |
| b. | Cafeteria employees         | - 40 hours** |
| c. | All other employees         | - 40 hours   |

\*\*Time and one-half shall be paid for all hours worked in excess of the normal workday when such excess work is performed for a special function or banquet and/or when work is performed on a Saturday or a Sunday.

### Section 2

All paid time shall count as time worked in the computation of overtime. Overtime shall be paid in one quarter hour increments.

### Section 3

In the event an employee elects to accept compensatory time in lieu of overtime, such compensatory time shall be accrued at the rate of one and one-half (1 ½) hours for each hour of overtime. Compensatory time may be accumulated to forty (40) hours. Use of compensatory time shall be scheduled by the employee, with the approval of the immediate Supervisor, whose consent shall not be unreasonably withheld.

### Section 4

The normal workweek, as described in Section 1 of this Article, shall in no way be used to abrogate the intent of Article 22, Call-in-Pay, contained herein.

## ARTICLE 22 - CALL-IN PAY

An employee called in to work prior to coming to work or after leaving work shall be paid not less than two (2) hours pay at his respective overtime rate. Call-in pay shall not apply for any hours contiguous with the normal workday when such work has been scheduled:

- a. prior to the end of the previous work day for work the following morning, or
- b. during the first half of the work day for afternoon work.

The current "laddering" practice by the Food Service Department, whereby regular employees are offered additional hours when a regular employee with a longer work day is absent from work shall continue, and such additional "substitute" work shall not be considered as eligible for "call-in" pay.

## ARTICLE 23 - MILEAGE PAYMENTS

Mileage driven by an employee in the performance of the District's business shall be reimbursed by the District at the District's rate.

## ARTICLE 24 - PAID LUNCH PERIOD

### Section 1

Employees required to be on duty during their lunch period shall be paid for said period providing there was prior approval of the supervisor. This provision shall not apply to cafeteria employees.

### Section 2

Custodial employees who work a forty (40) hour week shall have included in their day a twenty (20) minute lunch break during which time they will be on call from and available to their supervisor.

### Section 3

Maintenance and warehouse employees who are called for work off their lunch break by their supervisor shall have such lunch break considered as part of their eight (8) hour work day.

## ARTICLE 25 - LONGEVITY

### Section 1

Employees shall be entitled to a longevity payment commencing July 1 of their tenth (10th) year of service at the rate of .20/hour, July 1 of their fifteenth (15th) year of service at the rate of .25/hour, July 1 of their twentieth (20th) year of service at the rate of .25/hour, and July 1 of their twenty-fifth (25) year of service at a rate of .20/hour. Longevity shall be included in the employee's regular and overtime hourly rates.

### Section 2

Employees will have their current longevity grandfathered if the provisions of Section 1 adversely effect the employee.

## ARTICLE 26 - PAID HOLIDAYS

### Section 1

Paid holidays are to be fourteen (14) in number for the duration of this agreement. If during the school year, the holiday falls on Saturday or Sunday, and there is no school on the previous Friday or succeeding Monday they will be observed on the day designated. Employees are only eligible for paid holidays occurring during their contracted length of employment. Aides and Monitors do not receive paid holidays.

Independence Day

Labor Day

Columbus Day

Veterans' Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

\*Day before or after Christmas

New Year's Day

\*Day before or after New Year's Day

Martin Luther King, Jr. Birthday

\*President's Day

Good Friday

Memorial Day

\*These holidays will be designated in agreement with the school calendar, at the discretion of the Superintendent or his designee. The President of the Unit will be notified of the designated holidays prior to publishing of such holidays.

## Section 2

If required to work on a paid holiday or a day designated as a paid holiday in Section 1 above, the employee will receive pay at the rate of time and one-half (1 ½) for all hours worked, in addition to regular pay for the holiday.

## Section 3

In the event that a District rescheduling of school to meet state requirements becomes necessary, and such rescheduling includes a listed holiday,

The District will:

- a. Notify the Union as soon as the schedule modification becomes necessary.
- b. At the employee's option, provide compensatory time off on a staggered basis or add to vacation time available. This will be at a mutually agreeable time.

The Union will waive the one and one-half times prime rate during the required rescheduling. (Except for regularly determined, non-holiday overtime).

## ARTICLE 27 VACATION

### Section 1

All employees shall earn paid vacation according to the following schedule except as specified otherwise. Employees hired after June 30, 1995, shall not be eligible for and shall not receive vacation days so marked (\*) below.

<u>Length of Service</u>	<u>Length of Contract</u>		
	<u>10 months</u>	<u>11 months</u>	<u>12 months</u>
1 thru 6 years	10 work days	11 work days	12 work days
7 thru 13 years	13 work days	14 work days	15 work days
14 thru 19 years	16 work days	17 work days	18 work days
20 years	18 work days	19 work days	20 work days
Over 21 years	18 work days*	19 work days*	20 work days*

\*plus one day for every year over 20 years up to 25 days  
based on pro-rata system.

### Section 2

Employees will take vacation accrued during the succeeding year of employment. e.g. 12 days earned July 1, 1995 to June 30, 1996 would be taken on or after July 1, 1996.

Employees shall be allowed to accumulate vacation up to a maximum of 30 days.

### Section 3

The district believes no employee should lose accrued vacation days. In the event a supervisor is unable to release an employee for vacation, the employee will be paid for all unused vacation days due him at the end of the fiscal year. The supervisor must obtain prior approval from the Assistant Superintendent for Personnel in the event this is necessary.

### Section 4

New employees who will have worked fewer than 12 months by July 1 will receive a pro-rated vacation allowance on the basis of one (1) day per full month worked. This is to be taken in accordance with Section 2 above.



#### Section 5

Employees may not take their vacation while school is in session unless it is with the approval of their supervisor.

#### Section 6

Cafeteria workers, teacher aides and school monitors do not earn vacation days. Bus drivers appointed by the Board after January 1, 1984 will not earn vacation.

#### Section 7

In the event an employee who is regularly employed ten (10) or eleven (11) months is required to return to work for twelve (12) or more days in an additional month, the employee shall have been deemed to have worked the full month for the purpose of vacation credits.

#### Section 8

In the event that sickness, disability or compensable injury or accident occur prior to an employee's vacation which interferes with the vacation, then such vacation shall be rescheduled at a mutually agreeable time.

#### Section 9

Employees who become sick or disabled while on paid vacation will be required to use no more than two of their paid vacation days for any illness or disability and thereafter, they shall become eligible to convert any remaining vacation days to sick leave days, upon submission of medical documentation to the District.

#### Section 10

The District will pay employees during their twenty-first year of District service an anniversary vacation pay of one hundred seventy-five dollars (\$175). Employees appointed by the Board after July 1, 1989 will not earn anniversary vacation pay.

This vacation pay will be paid at the beginning of an employee's vacation, provided thirty calendar days' notice is given to the Personnel Office to process this pay for inclusion in the paycheck prior to leaving for vacation. If an employee does not apply for the vacation pay in sufficient time to be paid this pay before vacation, the pay will be paid after the employee returns to work.

### ARTICLE 28 - EMERGENCY AND SPECIAL PURPOSE DAYS

- a. Employees may request up to three (3) days per fiscal year to use for emergencies, legal matters or family ceremonies. The first two days shall be granted in accordance with Paragraphs b through g below; the third day shall require the approval of the Assistant Superintendent for Personnel Services prior to utilization.
- b. Requests shall be made on forms supplied by the District. Employees shall sign such request form, thereby certifying that: (1) the day requested will be used for purposes noted above which cannot be accomplished at a time outside normal working hours; and (2) the day(s) will not be used for social, recreational, shopping or employment purposes.
- c. Such requests for use shall be submitted to the employee's immediate supervisor at least two (2) days in advance of the requested day(s).
- d. In unusual circumstances requiring less than two (2) days notice, and days immediately preceding or following a holiday or vacation, day(s) may not be taken without the approval of the Assistant Superintendent for Personnel or his designee.

- e. Each day taken that is not in accordance with the reasons in sections 1 and 2 above will result in a loss of two (2) days pay for the employee.
- f. Days are not cumulative from year-to-year. Unused days (maximum 3) will be credited to the employee's sick leave on July 1st of the succeeding year.
- g. For matters not requiring a full day, it is expected that the employee will request and use time in quarter-day (1/4) blocks, to the amount needed. Part-time employees should, whenever possible, attempt to schedule medical/dental appointments during non-work hours.

## ARTICLE 29 - SICK LEAVE

### Section 1

All employees shall accumulate sick leave at a rate of one (1) day for each month worked based on the number of hours worked per day, if less than full time.

### Section 2

Absence on sick leave results in no loss of pay, but the absence is deducted from the employee's accumulated total.

### Section 3

Employees must notify their immediate supervisor as early as possible to allow time to secure services of a substitute.

### Section 4

Sick leave is to be granted only for personal illness or illness in the immediate family's household. The immediate family is as defined in Article 30, Section 1. For absences of six (6) consecutive days or more, the Assistant Superintendent of Personnel Services may require a doctor's certificate.

Maternity leave shall be granted in accordance with applicable laws and shall be treated in the same manner as any other leave for medical reasons.

### Section 5

Unused sick leave will accumulate for each year of service in the District. The maximum accumulation shall not exceed:

- 10 month employee - 185 days
- 11 month employee - 190 days
- 12 month employee - 195 days

Provided however, any additional days credited to an employee will be credited to the employee's account in the sick leave bank.

### Section 6

In the event an employee who is regularly employed ten (10) or eleven (11) months is required to return to work for twelve (12) or more days in an additional month, the employee shall have been deemed to have worked the full month for the purpose of sick leave.

### Section 7 - Sick Leave Bank

- a. A sick leave bank will be established for use in catastrophic or long term (over thirty days) illness.

- b. An employee shall be allowed to contribute an annual total of three (3) days for each subsequent year of service. Employees so desiring to contribute shall notify the personnel office, in writing, and the three (3) days shall be automatically deducted from the employee's personal total and credited to his or her account in the sick leave bank. Such annual contributions shall be accomplished during the month of November each year. An employee who desires to cease annual contributions to the bank shall notify the personnel department, in writing, prior to November 1, of the year he or she desires to cease such participation.
- c. In the event an employee exhausts his/her remaining accumulated sick leave he/she may, in the case of extended or catastrophic illness or injury (thirty days or more), withdraw from the bank, up to twice his/her contribution. A medical certificate of need will accompany the application.
- d. Employees may make application to the Assistant Superintendent for Personnel for up to ten additional days in a fiscal year (after provisions of "C" have been exhausted).
- e. Upon return to work, the employee shall repay to the bank all days in excess of his/her contribution. Such repayment shall be at a rate of three days per year.
- f. In the event the employee cannot return to work or repay the days in excess of his/her contribution, the bank shall be reduced by the amount of the unpaid days.
- g. Should the sick leave bank reach zero days available, no further withdrawals will be made and within 60 days the bank will either be disestablished, or an assessment of days may be voted upon by the membership.
- h. The unit president will receive an annual report by August 1st accounting for the total days in the sick bank. This report shall include previous balance, current balance, days used by individual employees for the preceding fiscal year, and days credited to the bank by individual employees for that year. Once each year, by August 1, a statement will be given to each employee stating the number of sick leave hours they have accumulated and contributed to the bank.
- i. Once a bargaining unit member has exhausted all other sources of sick leave, he/she may apply to the Superintendent of Schools. In such emergencies the Superintendent has sole discretion of granting additional days from the sick leave bank. These days are not to be paid back.

## **ARTICLE 30 - SERIOUS FAMILY ILLNESS AND BEREAVEMENT**

### **Section 1**

Employees may have up to five (5) days granted in one year in the event of serious illness or injury requiring bedside or household attention for a member of the employee's and his/her spouse's family as specified: grandfather, grandmother, parent, stepparent, child, stepchild, spouse and sibling.

- a. Upon his return to work, the employee shall submit to his immediate supervisor a statement specifying that the days used be deducted from the five (5) days permitted for serious illness in the family and stating which doctor was consulted.
- b. These day(s) shall not be deducted from the employee's sick leave or vacation.
- c. These day(s) are not cumulative.

## Section 2

Employees may have up to five (5) days for each occurrence of death of a member of an employee's and his or her spouse's family, to wit: grandchildren and those specified in Section 1 of this Article. The immediate supervisor may submit a statement for the employee.

## ARTICLE 31 - UNPAID LEAVE

### Section 1

The Board may grant upon request, unpaid leave of absence for a minimum period of one month and a maximum of one year, upon written request by the employee with reasons for such request. Upon written request by the employee and final approval of the employee's immediate supervisor, leave of absence without pay for periods of less than one month may be granted.

### Section 2

Leave of absence shall not result in loss of position and/or benefits. However, increments, longevity and benefits accruing from longevity shall not accrue during leave of absence.

### Section 3

An employee on leave shall be entitled to continue health and dental coverage and shall pay the full premium cost to the District while on such leave. Failure to keep payments current shall result in loss of coverage.

### Section 4

The leave may not be used for searching for or engaging in other employment. Such practice shall result in termination of employment.

### Section 5

The Board may grant a leave of absence without pay to any employee who is unable to perform the duties of the position because of illness, or illness in the immediate family. This will be done on recommendation of the Superintendent or his designee. The employee must request such leave in writing and provide the Superintendent written certification of the illness from their personal physician or a school physician. Such certification shall be received by the District prior to the commencement of leave. The duration of this leave shall not exceed one (1) year. However, the Board may extend the leave upon recommendation of the Superintendent.

### Section 6

A physician's statement attesting to the fitness of the employee may be required prior to the employee's return to duty. The employee must use the District's medical form.

## ARTICLE 32 - WORKERS' COMPENSATION LEAVE

Any employee who is absent from work due to an occupational injury or disease as defined by the Workers' Compensation Law shall be eligible for leave in accordance with the following:

When necessarily absent from duty because of an injury or disease covered by the Worker's Compensation Law, an employee may:

- a. Draw up to one (1) months compensation leave at regular pay provided he returns any Worker's Compensation payments to the District. This will be at no loss in accumulated leave or benefits.

OR

Draw against accumulated paid leave and benefits but keep any worker's compensation payments.

- b. After one (1) month, an employee may draw up to twice his accumulated sick leave provided he returns any worker's compensation benefits to the District.
- c. Upon exhausting sick leave, an employee may draw up to twice his accumulated vacation and personal days, with full pay, provided he returns any workers' compensation payments to the district.

Provided that:

- a. The Workers' Compensation Board, when it has ruled, finds that an employee injury or disease occurred in the performance of his duty.
- b. There is not good and sufficient reason to believe that an employee could report to work on a full-time or part-time basis.
- c. An employee's services would not have been terminated or ceased under law.
- d. In the event that an employee is found ineligible because of A, B, or C above, the District will be reimbursed for any payments which it made during the unapproved period.

An employee will:

- a. Be restored, on a day for day basis, any accumulated leave credits used if the compensation board credits the employer for "wages paid."
- b. Have no leave charges made if he returns on a part-time basis.
- c. Have no charges made against either wages or any leave for required appearances before the Worker's Compensation Board or to attend any Board ordered examinations.

## ARTICLE 33 - JURY DUTY

### Section 1

When employees are "called for jury duty," they will notify their supervisor immediately. The District will then grant jury leave for the duration of employees' responsibility to the court. Any daily rate paid to the employees for jury duty services shall be paid over to the District. In return they will receive their regular rate of compensation and benefits during the time they serve. If the rate is less than for jury duty, the employees would be considered to be on non-paid leave of absence.

### Section 2

In the event an employee is subpoenaed as a witness, he/she shall be given regular compensation.

### Section 3

If the employee so selected is released during the morning of a proceeding, he/she shall return to his work station.

## ARTICLE 34 - EMERGENCY CLOSING DAYS

### Section 1

On days when the District schools are closed because of emergency conditions, all employees are expected to report for duty except cafeteria workers, bus drivers, school monitors and teacher aides.

### Section 2

An employee who does not report for duty on an emergency day will have the day deducted from pay. With prior approval of the supervisor such a day may be deducted from vacation and/or emergency and special purpose days.

### Section 3

Certain unusual circumstances in specific locations, or in the District at large, may require deviation from the policy statement.

- a. In individual cases an employee should report, in writing, his/her need for special consideration to the Assistant Superintendent for Personnel.
- b. If extraordinary conditions are present throughout the District, the Superintendent may allow an exception for all employees affected by the policy.

### Section 4

In the event of unscheduled closings mandated by agencies other than the District, the District will pay those employees with salary agreements their regular compensation as if school were in session. Employees actually required to work during such closings will receive an additional amount equal to their straight-time salary.

If mandated closings exceed one (1) workweek, the District and the Union shall meet to discuss the impact of such closings.

## ARTICLE 35 - DISCIPLINARY PROCEDURE

### Section 1 - Applicability

The following disciplinary procedure will be applicable only to all employees in the bargaining unit who have completed their probationary term and is meant to replace sections 75 and 76 of the Civil Service Law and will be used in lieu thereof.

### Section 2 - Cause

An employee shall not be subjected to any disciplinary action except for just cause.

### Section 3 - Contents Of Notice Of Discipline

The notice of discipline shall contain a detailed description of the specific acts and conduct for which discipline is being sought including references to dates, times and places. The notice will also contain any proposed penalty.

### Section 4 - Service Of Notice Of Discipline

Service of the notice of Discipline shall be made by personal service, if possible, and if such service cannot be effectuated by personal service, it shall be made by registered or certified mail,

return receipt requested. A copy of the notice of discipline will be served upon the Unit president on the same date as it is served upon the employee. The time limits for presenting a grievance as defined in this Article will commence at the time of receipt of the notice of discipline.

#### Section 5 - Disciplinary Arbitration

The disciplinary arbitrator shall render determinations of guilt or innocence and the appropriateness of proposed penalties and to have the authority to resolve a claimed failure to follow the disciplinary procedure or other violations of an employee's rights in relation to discipline. The arbitrator has full authority, however, if the remedy proposed by the employer is inappropriate, to devise an appropriate remedy but shall not increase the penalty proposed by the employer.

#### Section 6 - Burden Of Proof

The employee shall be presumed innocent until proven guilty and the burden of proof on all matters shall rest upon the employer.

#### Section 7 - Suspension

An employee may be suspended prior to the resolution of the notice of discipline only if the Superintendent or his designee determines that there is probable cause to believe that the employee's continued presence on the job represents a potential danger to persons or property or would severely interfere with operations. The disciplinary arbitrator shall have the authority to determine whether there was probable cause for such a suspension. In no event, however, may an employee be removed from the payroll in excess of thirty (30) days pending the resolution of a disciplinary grievance.

#### Section 8 - Procedure

Upon receipt of charges, an employee shall have 14 calendar days to file a disciplinary grievance. Such grievance shall be filed with the Assistant Superintendent for Personnel. The filing of such a grievance shall be considered to be demand for arbitration.

### ARTICLE 36 - GRIEVANCE PROCEDURE

#### Section 1 - Definition

A grievance is a claim that a specific provision of this Agreement has been violated. The grievance machinery is the sole mechanism for settling disputes.

#### Section 2 - Workday

Workday, for the purpose of procedure, (section 4), shall mean all days of the year exclusive of Saturdays, Sundays, and holidays provided for in this agreement.

#### Section 3 - Intent

Grievance procedures shall be conducted as quickly and informally as possible.

#### Section 4 - Procedures

The following procedure shall be taken successively in resolving all grievances. A grievance form, annexed hereto and denoted as Appendix III, shall be completed and presented to the immediate supervisor by the aggrieved employee or his/her representative.

##### Stage I

An oral discussion shall be initiated by the employee with the immediate supervisor within twenty (20) days following the cause of the grievance, or within twenty (20) days of when the employee should have reasonably discovered the facts. However, in no event shall a grievance be entertained that is initiated after one calendar month of the facts constituting a grievance.

## Stage 2

The grievant, if dissatisfied with the decision of the supervisor, shall reduce the grievance to writing and within five (5) workdays of the decision at stage 1 submit it to the Assistant Superintendent for Personnel or his designee who within five (5) days after submission will arrange a meeting with the employee and the appropriate Union representative. Within five (5) workdays after the meeting, the Assistant Superintendent for Personnel will inform the employee and the Union President in writing of his answer.

## Stage 3

If the reply is unsatisfactory, the employee and/or the Union may submit the dispute in writing to the Superintendent within five (5) workdays of the Assistant Superintendent for Personnel's reply. Within five (5) days of receipt, the Superintendent shall arrange an informal hearing at which oral and/or written statements may be presented relevant to the grievance. The Superintendent shall give the Union and the grieving employee a written decision within five (5) workdays after the session.

## Stage 4

In the event that a grievance is unresolved after being processed through all the steps of the grievance procedure, or having moved through the grievance procedure by default, then not later than fifteen (15) calendar days after the third step procedures are completed or not later than fifteen calendar days after the time limits required by the steps in the grievance procedure have run out, the Union may submit the grievance to arbitration. The District and the Union shall meet in an attempt to mutually select an arbitrator. If the parties are unable to agree, then the Union may request from the Public Employment Relations Board a list of seven (7) arbitrators from which the District and the Union shall select an arbitrator by striking names alternately until one remains who shall be designated the arbitrator for the grievance in question.

## Section 5

The arbitrator shall have no power to add to, subtract from or modify any of the provisions of this agreement.

## Section 6

No arbitrator shall decide more than one grievance at the same hearing or series of hearings, except by mutual agreement of the parties.

## Section 7

The decision of the arbitrator shall be final and binding upon the parties. The fees and expenses of the arbitrator and the cost of hearing room(s) shall be shared equally by the District and the Union. All other expenses shall be borne by the party incurring them. Neither party shall be responsible for the other party's share of the divided cost nor of the expenses of witnesses or participants called by the other party.

## Section 8

Failure to give an answer within the specified time limits set out in the above grievance procedure shall automatically result in the grievance being moved to the next stage in the procedure.

## ARTICLE 37 - LABOR/MANAGEMENT COMMITTEE

A Labor/Management Committee shall be established to review and discuss current district issues and practices.





## ARTICLE 39 - SHIFT DIFFERENTIAL

All employees who work the majority of their hours between 3:00 p.m. and 7:00 a.m. shall receive a shift differential of eight hundred dollars (\$800).

These differentials will be prorated for part-time employees.

## ARTICLE 40 - UNIFORMS

### Section 1

The District will supply uniforms to maintenance mechanics, all automotive mechanics, maintenance workers and delivery drivers.

### Section 2

Cafeteria employees will receive an annual maximum reimbursement for uniforms and work shoes, contingent on receipted purchase, according to the following schedule:

Food Service Helper.....	\$150.00
Sr. FSH, Cook, Baker, Cook Manager.....	\$225.00

Receipts submitted prior to September 30th each year shall be paid during the month of October.

- a. The type and color of the uniform will be pre-approved by the Director of School Food Services.
- b. Appropriate uniforms will be required for all regularly assigned cafeteria employees.

## ARTICLE 41 - TOOLS

The District will insure, subject to a fifty dollar (\$50.00) deductible provision, garage mechanics' tools from loss due to theft from the job site, major disaster or fire contingent upon the following provisions:

- a. Tool chests will be inventoried at hiring and periodically thereafter. The most recent inventory shall form the basis for identification of losses.
- b. Tools allegedly stolen were lost during an identifiable, illegal entrance of the work site, and a police complaint was filed. Included with the complaint shall be a signed statement by the employee of what inventoried equipment was stolen, any serial numbers known and any identifying marks, etc. which could aid in the recovery of the tools and the apprehension and conviction of the perpetrators.
- c. Except for employee responsibility for the first fifty dollars (\$50.00) of replacement costs, the District will absorb the charges, on an item-for-item basis of the tools. The District reserves the right to provide the replacement articles itself upon mutual agreement with the employee involved. Additional costs over and above the original cost will be borne by the employee.
- d. The head automotive mechanic and automotive mechanic will each receive a five hundred (\$500.00) dollar annual allowance for tools.

## ARTICLE 42 - COMMERCIAL DRIVER'S LICENSES

The Employer shall, for all employees required to acquire and/or maintain a CDL, reimburse such employees the difference in cost between a regular driver's license and the CDL. Reimbursement shall be made by the Employer within thirty (30) days of the submission of claim for payment to the District by the employee. Reimbursement claims submitted during June, July and/or August shall be paid within thirty (30) days of the beginning of school in September.

## ARTICLE 43 - PERSONNEL FILES

### Section 1

No material related to an employee's conduct, performance, character or personality which is derogatory in nature shall be placed in an employee's personnel file without notification to the employee. The employee shall be given an opportunity to read such material and shall acknowledge that he or she has read such material by affixing his or her signature on the material to be filed, with the understanding that such signature merely signifies that the employee has read such material and does not indicate agreement with its content.

### Section 2

An employee who has derogatory material lodged against him or her shall have such material deleted from his or her personnel file when the material has been determined invalid by normal grievance procedure, civil court action, formal or informal hearings with the District representatives or other types of procedures under the Civil Service Law, whichever is deemed appropriate by the employee.

### Section 3

An employee shall have an opportunity to review his or her personnel file in the presence of the Assistant Superintendent for Personnel or designee upon five (5) days notice and to place in such file a response of reasonable length to anything contained therein which the employee deems to be adverse.

### Section 4

The District agrees that there shall be no more than one personnel file on any employee covered by this agreement.

## ARTICLE 44 - BUS DRIVERS EXAMINATION

### Section 1

Any employee who is found unqualified to operate a bus shall not be disciplined or discharged if the disqualification:

- a. is due to illness
- b. results from fatigue resulting in major part from hardship encountered in District employment.
- c. results from a combination of 1 and 2 which prevents the employee from physically performing any operations required.

### Section 2

Subsections a -c above may be claimed as reasons for disqualification:

- a. for test failure only once.
- b. for not more than the accumulated sick leave at any time.

### Section 3 - Alternate Service

The District shall retain the option of providing such an employee with other work for which the employee is qualified provided that such alternate service does not result in the layoff or termination of a regular employee and further provided such employee is qualified and physically able to perform such alternate service.

# ARTICLE 45-A-1 CLERK, TYPIST, OFFSET PRINT MACHINE OPERATOR SCHEDULE

<u>1998-99</u>		<u>1999-00</u>	<u>2000-01</u>		<u>2001-02</u>		<u>2002-03</u>	
<u>Step</u>	<u>Rate</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	\$ 7.66	\$ 7.77						
2	\$ 8.01	\$ 8.12	1	\$ 8.08				
3	\$ 8.36	\$ 8.47	2	\$ 8.44	1	\$ 8.56		
4	\$ 8.70	\$ 8.82	3	\$ 8.81	2	\$ 8.92	1	\$ 8.92
5	\$ 9.04	\$ 9.16	4	\$ 9.17	3	\$ 9.29	2	\$ 9.29
6	\$ 9.39	\$ 9.50	5	\$ 9.53	4	\$ 9.65	3	\$ 9.68
7	\$ 9.75	\$ 9.85	6	\$ 9.88	5	\$10.01	4	\$10.06
8	\$10.10	\$ 10.21	7	\$10.24	6	\$10.36	5	\$10.43
9	\$10.45	\$10.56	8	\$10.62	7	\$10.72	6	\$10.80
10	\$10.82	\$10.91	9	\$10.98	8	\$11.10	7	\$11.17
11	\$11.17	\$11.28	10	\$11.35	9	\$11.46	8	\$11.57
12	\$11.51	\$11.63	11	\$11.73	10	\$11.83	9	\$11.94
13	\$11.96	\$11.97	12	\$12.10	11	\$12.21	10	\$12.33
14	\$12.25	\$12.42	13	\$12.45	12	\$12.58	11	\$12.72
15	\$12.57	\$12.71	14	\$12.92	13	\$12.93	12	\$13.11
16	\$12.97	\$13.03	15	\$13.22	14	\$13.40	13	\$13.47
17	\$13.33	\$13.43	16	\$13.55	15	\$13.70	14	\$13.96
18	\$13.68	\$13.79	17	\$13.97	16	\$14.03	15	\$14.28
19	\$14.05	\$14.14	18	\$14.34	17	\$14.45	16	\$14.62
20	\$14.39	\$14.51	19	\$14.71	18	\$14.82	17	\$15.06
21	\$14.74	\$14.85	20	\$15.09	19	\$15.19	18	\$15.44
22		\$15.20	21	\$15.44	20	\$15.57	19	\$15.83
			22	\$15.81	21	\$15.92	20	\$16.22
					22	\$16.29	21	\$16.59
							22	\$16.97

# ARTICLE 45-A-2 ACCOUNT CLERK, ACCOUNT CLERK/TYPIST, SCHEDULE

<u>1998-99</u>		<u>1999-00</u>	<u>2000-01</u>		<u>2001-02</u>		<u>2002-03</u>	
<u>Step</u>	<u>Rate</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	\$ 7.57	\$ 7.62						
2	\$ 7.98	\$ 8.03	1	\$ 7.92				
3	\$ 8.39	\$ 8.44	2	\$ 8.35	1	\$ 8.40		
4	\$ 8.79	\$ 8.85	3	\$ 8.78	2	\$ 8.83	1	\$ 8.75
5	\$ 9.20	\$ 9.25	4	\$ 9.20	3	\$ 9.26	2	\$ 9.20
6	\$ 9.61	\$ 9.66	5	\$ 9.62	4	\$ 9.68	3	\$ 9.65
7	\$10.02	\$10.07	6	\$10.05	5	\$10.10	4	\$10.09
8	\$10.43	\$10.48	7	\$10.47	6	\$10.53	5	\$10.52
9	\$10.84	\$10.89	8	\$10.90	7	\$10.95	6	\$10.97
10	\$11.25	\$11.30	9	\$11.33	8	\$11.38	7	\$11.41
11	\$11.67	\$11.71	10	\$11.75	9	\$11.81	8	\$11.86
12	\$12.12	\$12.13	11	\$12.18	10	\$12.23	9	\$12.31
13	\$12.54	\$12.58	12	\$12.62	11	\$12.66	10	\$12.74
14	\$12.97	\$13.00	13	\$13.08	12	\$13.10	11	\$13.19
15	\$13.39	\$13.43	14	\$13.52	13	\$13.56	12	\$13.65
16	\$13.84	\$13.85	15	\$13.97	14	\$14.00	13	\$14.13
17	\$14.25	\$14.30	16	\$14.40	15	\$14.45	14	\$14.59
18	\$14.69	\$14.71	17	\$14.87	16	\$14.88	15	\$15.06
19	\$15.13	\$15.15	18	\$15.30	17	\$15.35	16	\$15.50
20	\$15.55	\$15.59	19	\$15.76	18	\$15.78	17	\$15.99
21		\$16.01	20	\$16.21	19	\$16.24	18	\$16.44
			21	\$16.65	20	\$16.69	19	\$16.92
					21	\$17.13	20	\$17.39
							21	\$17.85

**ARTICLE 45-A-3 SR. ACCOUNT CLERK, SR. ACCOUNT CLERK/TYPIST, SR. TYPIST, SR. OFFSET PRINT MACHINE OPERATOR, SECRETARY I, STENOGRAPHIC SECRETARY SCHEDULE**

<u>1998-99</u>		<u>1999-00</u>	<u>2000-01</u>		<u>2001-02</u>		<u>2002-03</u>	
<u>Step</u>	<u>Rate</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	\$ 8.49	\$ 8.55						
2	\$ 8.89	\$ 8.95	1	\$ 8.89				
3	\$ 9.29	\$ 9.35	2	\$ 9.31	1	\$ 9.37		
4	\$ 9.70	\$ 9.75	3	\$ 9.72	2	\$ 9.79	1	\$ 9.76
5	\$10.10	\$10.16	4	\$10.14	3	\$10.20	2	\$10.20
6	\$10.51	\$10.56	5	\$10.57	4	\$10.62	3	\$10.63
7	\$10.92	\$10.97	6	\$10.98	5	\$11.05	4	\$11.07
8	\$11.34	\$11.38	7	\$11.41	6	\$11.46	5	\$11.51
9	\$11.76	\$11.80	8	\$11.84	7	\$11.89	6	\$11.94
10	\$12.18	\$12.22	9	\$12.27	8	\$12.32	7	\$12.39
11	\$12.60	\$12.64	10	\$12.71	9	\$12.75	8	\$12.84
12	\$13.04	\$13.06	11	\$13.15	10	\$13.19	9	\$13.29
13	\$13.47	\$13.50	12	\$13.58	11	\$13.63	10	\$13.74
14	\$13.90	\$13.93	13	\$14.04	12	\$14.06	11	\$14.20
15	\$14.33	\$14.36	14	\$14.49	13	\$14.52	12	\$14.65
16	\$14.74	\$14.79	15	\$14.93	14	\$14.97	13	\$15.13
17	\$15.19	\$15.20	16	\$15.38	15	\$15.41	14	\$15.60
18	\$15.62	\$15.65	17	\$15.81	16	\$15.86	15	\$16.06
19	\$16.05	\$16.08	18	\$16.28	17	\$16.29	16	\$16.53
20	\$16.48	\$16.51	19	\$16.72	18	\$16.76	17	\$16.97
21	\$16.90	\$16.94	20	\$17.17	19	\$17.20	18	\$17.46
22	\$17.35	\$17.36	21	\$17.62	20	\$17.65	19	\$17.92
23	\$17.76	\$17.81	22	\$18.05	21	\$18.10	20	\$18.39
24		\$18.22	23	\$18.52	22	\$18.53	21	\$18.86
			24	\$18.95	23	\$19.00	22	\$19.31
					24	\$19.43	23	\$19.80
							24	\$20.25

#### **ARTICLE 45-A-4 CLERICAL PROFESSIONAL STANDARDS PROGRAM (PSP)**

The District will pay stipends to regular, eligible employees. The employee must submit evidence of certification. If demonstrated by October 1, payment to begin September 1; if by March 1, payment to begin February 1. Once any level is achieved, it is permanent. The District will pay the following stipends to above eligible certificate holders:

<u>Certificate</u>	<u>Amount</u>
Basic	\$65/month
Associate Professional	\$70/month
Advanced or Advanced I	\$75/month
Advanced II	\$80/month
Advanced III or CEOE	\$85/month

#### **ARTICLE 45-A-5 CLERICAL ASSOCIATION CONVENTION**

The District shall send four (4) office personnel to the New York State Association of Educational Secretaries Convention in each year of the Agreement.



# ARTICLE 45-B-1 CUSTODIAL WORKER SCHEDULE

<u>1998-99</u>		<u>1999-00</u>	<u>2000-01</u>		<u>2001-02</u>		<u>2002-03</u>	
<u>Step</u>	<u>Rate</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	\$ 7.37	\$ 7.54						
2	\$ 7.66	\$ 7.83	1	\$ 7.84				
3	\$ 7.95	\$ 8.12	2	\$ 8.14	1	\$ 8.32		
4	\$ 8.24	\$ 8.41	3	\$ 8.44	2	\$ 8.62	1	\$ 8.67
5	\$ 8.53	\$ 8.70	4	\$ 8.75	3	\$ 8.92	2	\$ 8.98
6	\$ 8.82	\$ 8.99	5	\$ 9.05	4	\$ 9.23	3	\$ 9.29
7	\$ 9.11	\$ 9.28	6	\$ 9.35	5	\$ 9.53	4	\$ 9.62
8	\$ 9.39	\$ 9.57	7	\$ 9.65	6	\$ 9.83	5	\$ 9.93
9	\$ 9.68	\$ 9.85	8	\$ 9.95	7	\$10.13	6	\$10.24
10	\$ 9.96	\$10.14	9	\$10.24	8	\$10.43	7	\$10.56
11	\$10.24	\$10.42	10	\$10.55	9	\$10.72	8	\$10.87
12	\$10.52	\$10.70	11	\$10.84	10	\$11.03	9	\$11.17
13	\$10.81	\$10.98	12	\$11.13	11	\$11.32	10	\$11.49
14	\$11.09	\$11.27	13	\$11.42	12	\$11.61	11	\$11.80
15	\$11.41	\$11.55	14	\$11.72	13	\$11.90	12	\$12.10
16	\$11.68	\$11.87	15	\$12.01	14	\$12.20	13	\$12.40
17	\$11.97	\$12.14	16	\$12.34	15	\$12.49	14	\$12.71
18	\$12.25	\$12.43	17	\$12.63	16	\$12.82	15	\$13.01
19	\$12.54	\$12.71	18	\$12.93	17	\$13.11	16	\$13.36
20	\$12.83	\$13.00	19	\$13.22	18	\$13.41	17	\$13.66
21	\$13.11	\$13.29	20	\$13.52	19	\$13.70	18	\$13.97
22	\$13.39	\$13.57	21	\$13.82	20	\$14.00	19	\$14.28
23		\$13.85	22	\$14.11	21	\$14.30	20	\$14.59
			23	\$14.40	22	\$14.59	21	\$14.90
					23	\$14.88	22	\$15.20
							23	\$15.50

# **ARTICLE 45-B-2 CUSTODIAN, DELIVERY DRIVER, MAINTENANCE WORKER SCHEDULE**

<u>1998-99</u>		<u>1999-00</u>	<u>2000-01</u>		<u>2001-02</u>		<u>2002-03</u>	
<u>Step</u>	<u>Rate</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	\$ 8.57	\$ 8.68						
2	\$ 8.92	\$ 9.03	1	\$ 9.03				
3	\$ 9.27	\$ 9.38	2	\$ 9.39	1	\$ 9.51		
4	\$ 9.62	\$ 9.73	3	\$ 9.76	2	\$ 9.87	1	\$ 9.91
5	\$ 9.97	\$10.08	4	\$10.12	3	\$10.24	2	\$10.28
6	\$10.34	\$10.43	5	\$10.48	4	\$10.60	3	\$10.67
7	\$10.69	\$10.80	6	\$10.85	5	\$10.96	4	\$11.05
8	\$11.04	\$11.15	7	\$11.23	6	\$11.33	5	\$11.42
9	\$11.41	\$11.50	8	\$11.60	7	\$11.71	6	\$11.81
10	\$11.76	\$11.87	9	\$11.96	8	\$12.08	7	\$12.20
11	\$12.11	\$12.22	10	\$12.34	9	\$12.44	8	\$12.59
12	\$12.46	\$12.57	11	\$12.71	10	\$12.82	9	\$12.96
13	\$12.83	\$12.92	12	\$13.07	11	\$13.19	10	\$13.36
14	\$13.18	\$13.29	13	\$13.44	12	\$13.55	11	\$13.74
15	\$13.54	\$13.64	14	\$13.82	13	\$13.92	12	\$14.12
16	\$13.90	\$14.00	15	\$14.19	14	\$14.30	13	\$14.50
17	\$14.26	\$14.36	16	\$14.56	15	\$14.67	14	\$14.90
18	\$14.62	\$14.72	17	\$14.93	16	\$15.04	15	\$15.29
19	\$14.98	\$15.08	18	\$15.31	17	\$15.41	16	\$15.67
20	\$15.32	\$15.44	19	\$15.68	18	\$15.79	17	\$16.06
21	\$15.69	\$15.78	20	\$16.06	19	\$16.16	18	\$16.45
22		\$16.15	21	\$16.41	20	\$16.54	19	\$16.84
			22	\$16.80	21	\$16.89	20	\$17.23
					22	\$17.28	21	\$17.60
							22	\$18.01

# **ARTICLE 45-B-3 HEAD CUSTODIAN (MIDDLE SCHOOL) SCHEDULE**

<u>1998-99</u>		<u>1999-00</u>	<u>2000-01</u>		<u>2001-02</u>		<u>2002-03</u>	
<u>Step</u>	<u>Rate</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	\$ 9.76	\$ 9.93						
2	\$10.05	\$10.22	1	\$10.33				
3	\$10.34	\$10.51	2	\$10.63	1	\$10.81		
4	\$10.63	\$10.80	3	\$10.93	2	\$11.11	1	\$11.26
5	\$10.92	\$11.09	4	\$11.23	3	\$11.41	2	\$11.58
6	\$11.21	\$11.38	5	\$11.53	4	\$11.71	3	\$11.89
7	\$11.50	\$11.67	6	\$11.84	5	\$12.01	4	\$12.20
8	\$11.80	\$11.96	7	\$12.14	6	\$12.32	5	\$12.51
9	\$12.10	\$12.26	8	\$12.44	7	\$12.62	6	\$12.84
10	\$12.39	\$12.56	9	\$12.75	8	\$12.92	7	\$13.15
11	\$12.68	\$12.85	10	\$13.06	9	\$13.23	8	\$13.46
12	\$12.96	\$13.14	11	\$13.36	10	\$13.54	9	\$13.79
13	\$13.24	\$13.42	12	\$13.67	11	\$13.84	10	\$14.11
14	\$13.54	\$13.70	13	\$13.96	12	\$14.15	11	\$14.42
15	\$13.84	\$14.00	14	\$14.25	13	\$14.44	12	\$14.74
16	\$14.12	\$14.30	15	\$14.56	14	\$14.73	13	\$15.05
17	\$14.40	\$14.58	16	\$14.87	15	\$15.04	14	\$15.35
18	\$14.69	\$14.86	17	\$15.16	16	\$15.35	15	\$15.67
19	\$14.98	\$15.15	18	\$15.45	17	\$15.64	16	\$15.99
20		\$15.44	19	\$15.76	18	\$15.93	17	\$16.30
			20	\$16.06	19	\$16.24	18	\$16.60
					20	\$16.54	19	\$16.92
							20	\$17.23

# ARTICLE 45-B-4 HEAD CUSTODIAN (HIGH SCHOOL) SCHEDULE

<u>1998-99</u>		<u>1999-00</u>	<u>2000-01</u>		<u>2001-02</u>		<u>2002-03</u>	
<u>Step</u>	<u>Rate</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	\$ 8.52	\$ 8.56						
2	\$ 8.94	\$ 8.98	1	\$ 8.90				
3	\$ 9.36	\$ 9.40	2	\$ 9.34	1	\$ 9.38		
4	\$ 9.79	\$ 9.82	3	\$ 9.78	2	\$ 9.82	1	\$ 9.77
5	\$10.22	\$10.25	4	\$10.21	3	\$10.26	2	\$10.23
6	\$10.64	\$10.68	5	\$10.66	4	\$10.69	3	\$10.69
7	\$11.07	\$11.10	6	\$11.11	5	\$11.14	4	\$11.14
8	\$11.51	\$11.53	7	\$11.54	6	\$11.59	5	\$11.61
9	\$11.96	\$11.97	8	\$11.99	7	\$12.02	6	\$12.08
10	\$12.39	\$12.42	9	\$12.45	8	\$12.47	7	\$12.52
11	\$12.83	\$12.85	10	\$12.92	9	\$12.93	8	\$12.99
12	\$13.24	\$13.29	11	\$13.36	10	\$13.40	9	\$13.47
13	\$13.68	\$13.70	12	\$13.82	11	\$13.84	10	\$13.96
14	\$14.12	\$14.14	13	\$14.25	12	\$14.30	11	\$14.42
15	\$14.53	\$14.58	14	\$14.71	13	\$14.73	12	\$14.90
16	\$14.98	\$14.99	15	\$15.16	14	\$15.19	13	\$15.35
17	\$15.41	\$15.44	16	\$15.59	15	\$15.64	14	\$15.83
18	\$15.82	\$15.87	17	\$16.06	16	\$16.07	15	\$16.30
19	\$16.27	\$16.28	18	\$16.50	17	\$16.54	16	\$16.74
20		\$16.73	19	\$16.93	18	\$16.98	17	\$17.23
			20	\$17.40	19	\$17.41	18	\$17.69
					20	\$17.88	19	\$18.14
							20	\$18.63

# ARTICLE 45-C-1 MAINTENANCE MECHANIC & AUTOMOTIVE MECHANIC SCHEDULE

<u>1998-99</u>		<u>1999-00</u>	<u>2000-01</u>		<u>2001-02</u>		<u>2002-03</u>	
<u>Step</u>	<u>Rate</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	\$10.67	\$10.70						
2	\$11.10	\$11.13	1	\$11.13				
3	\$11.53	\$11.56	2	\$11.58	1	\$11.61		
4	\$11.97	\$11.99	3	\$12.02	2	\$12.06	1	\$12.10
5	\$12.39	\$12.43	4	\$12.47	3	\$12.50	2	\$12.57
6	\$12.83	\$12.85	5	\$12.93	4	\$12.95	3	\$13.03
7	\$13.26	\$13.29	6	\$13.36	5	\$13.41	4	\$13.49
8	\$13.68	\$13.72	7	\$13.82	6	\$13.84	5	\$13.97
9	\$14.11	\$14.14	8	\$14.27	7	\$14.30	6	\$14.42
10	\$14.53	\$14.57	9	\$14.71	8	\$14.75	7	\$14.90
11	\$14.98	\$14.99	10	\$15.15	9	\$15.19	8	\$15.37
12	\$15.41	\$15.44	11	\$15.59	10	\$15.63	9	\$15.83
13	\$15.82	\$15.87	12	\$16.06	11	\$16.07	10	\$16.29
14	\$16.27	\$16.28	13	\$16.50	12	\$16.54	11	\$16.74
15	\$16.69	\$16.73	14	\$16.93	13	\$16.98	12	\$17.23
16	\$17.13	\$17.15	15	\$17.40	14	\$17.41	13	\$17.69
17	\$17.55	\$17.59	16	\$17.84	15	\$17.88	14	\$18.14
18	\$17.97	\$18.01	17	\$18.29	16	\$18.32	15	\$18.63
19	\$18.42	\$18.43	18	\$18.73	17	\$18.77	16	\$19.09
20	\$18.83	\$18.88	19	\$19.17	18	\$19.21	17	\$19.56
21		\$19.29	20	\$19.64	19	\$19.65	18	\$20.02
			21	\$20.06	20	\$20.12	19	\$20.48
					21	\$20.54	20	\$20.97
							21	\$21.40

# ARTICLE 45-C-2 CHIEF MAINTENANCE MECHANIC SCHEDULE

<u>1998-99</u>		<u>1999-00</u>	<u>2000-01</u>		<u>2001-02</u>		<u>2002-03</u>	
<u>Step</u>	<u>Rate</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	\$12.06	\$12.05						
2	\$12.53	\$12.52	1	\$12.53				
3	\$13.00	\$12.99	2	\$13.02	1	\$13.01		
4	\$13.47	\$13.46	3	\$13.51	2	\$13.50	1	\$13.56
5	\$13.95	\$13.93	4	\$14.00	3	\$13.99	2	\$14.07
6	\$14.43	\$14.41	5	\$14.49	4	\$14.48	3	\$14.58
7	\$14.91	\$14.89	6	\$14.99	5	\$14.97	4	\$15.09
8	\$15.38	\$15.37	7	\$15.49	6	\$15.47	5	\$15.60
9	\$15.86	\$15.84	8	\$15.98	7	\$15.97	6	\$16.12
10	\$16.36	\$16.32	9	\$16.47	8	\$16.46	7	\$16.64
11	\$16.85	\$16.82	10	\$16.97	9	\$16.95	8	\$17.15
12	\$17.35	\$17.31	11	\$17.49	10	\$17.45	9	\$17.66
13	\$17.85	\$17.81	12	\$18.00	11	\$17.97	10	\$18.18
14	\$18.31	\$18.31	13	\$18.52	12	\$18.48	11	\$18.72
15	\$18.82	\$18.77	14	\$19.04	13	\$19.00	12	\$19.26
16	\$19.31	\$19.28	15	\$19.52	14	\$19.52	13	\$19.80
17	\$19.82	\$19.77	16	\$20.05	15	\$20.00	14	\$20.34
18	\$20.29	\$20.28	17	\$20.56	16	\$20.53	15	\$20.84
19	\$20.80	\$20.75	18	\$21.09	17	\$21.04	16	\$21.39
20	\$21.29	\$21.26	19	\$21.58	18	\$21.57	17	\$21.92
21		\$21.75	20	\$22.11	19	\$22.06	18	\$22.48
			21	\$22.62	20	\$22.59	19	\$22.99
					21	\$23.10	20	\$23.54
							21	\$24.07

# ARTICLE 45-C-3 HEAD AUTOMOTIVE MECHANIC SCHEDULE

<u>1998-99</u>		<u>1999-00</u>	<u>2000-01</u>		<u>2001-02</u>		<u>2002-03</u>	
<u>Step</u>	<u>Rate</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	\$11.49	\$11.50						
2	\$11.94	\$11.95	1	\$11.96				
3	\$12.40	\$12.40	2	\$12.43	1	\$12.44		
4	\$12.88	\$12.86	3	\$12.90	2	\$12.91	1	\$12.96
5	\$13.36	\$13.34	4	\$13.37	3	\$13.38	2	\$13.45
6	\$13.84	\$13.82	5	\$13.87	4	\$13.85	3	\$13.94
7	\$14.30	\$14.30	6	\$14.37	5	\$14.35	4	\$14.43
8	\$14.79	\$14.76	7	\$14.87	6	\$14.85	5	\$14.95
9	\$15.27	\$15.25	8	\$15.35	7	\$15.35	6	\$15.47
10	\$15.76	\$15.73	9	\$15.86	8	\$15.83	7	\$15.99
11	\$16.22	\$16.22	10	\$16.36	9	\$16.34	8	\$16.49
12	\$16.69	\$16.68	11	\$16.87	10	\$16.84	9	\$17.03
13	\$17.17	\$17.15	12	\$17.35	11	\$17.35	10	\$17.55
14	\$17.66	\$17.63	13	\$17.84	12	\$17.83	11	\$18.08
15	\$18.11	\$18.12	14	\$18.34	13	\$18.32	12	\$18.58
16	\$18.59	\$18.57	15	\$18.84	14	\$18.82	13	\$19.09
17	\$19.05	\$19.05	16	\$19.31	15	\$19.32	14	\$19.61
18	\$19.52	\$19.51	17	\$19.81	16	\$19.79	15	\$20.13
19		\$19.98	18	\$20.29	17	\$20.29	16	\$20.62
			19	\$20.78	18	\$20.77	17	\$21.14
					19	\$21.26	18	\$21.64
							19	\$22.15

# ARTICLE 45-D-1 SCHOOL BUS DRIVER & SCHOOL BUS DISPATCHER SCHEDULE

<u>1998-99</u>		<u>1999-00</u>	<u>2000-01</u>		<u>2001-02</u>		<u>2002-03</u>	
<u>Step</u>	<u>Rate</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	\$ 6.84	\$ 6.88						
2	\$ 7.26	\$ 7.30	1	\$ 7.16				
3	\$ 7.68	\$ 7.72	2	\$ 7.59	1	\$ 7.64		
4	\$ 8.09	\$ 8.14	3	\$ 8.03	2	\$ 8.07	1	\$ 7.96
5	\$ 8.51	\$ 8.55	4	\$ 8.47	3	\$ 8.51	2	\$ 8.41
6	\$ 8.93	\$ 8.97	5	\$ 8.89	4	\$ 8.95	3	\$ 8.87
7	\$ 9.33	\$ 9.39	6	\$ 9.33	5	\$ 9.37	4	\$ 9.33
8	\$ 9.74	\$ 9.79	7	\$ 9.77	6	\$ 9.81	5	\$ 9.76
9	\$10.13	\$10.20	8	\$10.18	7	\$10.25	6	\$10.22
10	\$10.55	\$10.59	9	\$10.61	8	\$10.66	7	\$10.68
11	\$10.98	\$11.01	10	\$11.01	9	\$11.09	8	\$11.11
12	\$11.41	\$11.44	11	\$11.45	10	\$11.49	9	\$11.56
13	\$11.81	\$11.87	12	\$11.90	11	\$11.93	10	\$11.97
14	\$12.25	\$12.27	13	\$12.34	12	\$12.38	11	\$12.43
15	\$12.68	\$12.71	14	\$12.76	13	\$12.82	12	\$12.90
16	\$13.11	\$13.14	15	\$13.22	14	\$13.24	13	\$13.36
17	\$13.54	\$13.57	16	\$13.67	15	\$13.70	14	\$13.80
18	\$13.97	\$14.00	17	\$14.11	16	\$14.15	15	\$14.28
19	\$14.40	\$14.43	18	\$14.56	17	\$14.59	16	\$14.74
20	\$14.82	\$14.86	19	\$15.01	18	\$15.04	17	\$15.20
21	\$15.26	\$15.28	20	\$15.45	19	\$15.49	18	\$15.67
22	\$15.69	\$15.72	21	\$15.89	20	\$15.93	19	\$16.14
23	\$16.12	\$16.15	22	\$16.35	21	\$16.37	20	\$16.60
24	\$16.55	\$16.58	23	\$16.80	22	\$16.83	21	\$17.06
25	\$16.98	\$17.01	24	\$17.24	23	\$17.28	22	\$17.54
26	\$17.40	\$17.44	25	\$17.69	24	\$17.72	23	\$18.01
27	\$17.86	\$17.86	26	\$18.14	25	\$18.17	24	\$18.46
28		\$18.32	27	\$18.57	26	\$18.62	25	\$18.93
			28	\$19.05	27	\$19.05	26	\$19.40
					28	\$19.53	27	\$19.85
							28	\$20.35



**ARTICLE 45-E TEACHER AIDE, FAMILY AIDE, FAMILY SERVICE ASST., HEALTH OFFICE  
AIDE SCHEDULE**

<u>1998-99</u>		<u>1999-00</u>	<u>2000-01</u>		<u>2001-02</u>		<u>2002-03</u>	
<u>Step</u>	<u>Rate</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	\$ 7.00	\$ 7.19						
2	\$ 7.27	\$ 7.46	1	\$ 7.48				
3	\$ 7.54	\$ 7.73	2	\$ 7.76	1	\$ 7.96		
4	\$ 7.81	\$ 8.00	3	\$ 8.04	2	\$ 8.24	1	\$ 8.29
5	\$ 8.08	\$ 8.27	4	\$ 8.32	3	\$ 8.52	2	\$ 8.59
6	\$ 8.35	\$ 8.54	5	\$ 8.60	4	\$ 8.80	3	\$ 8.88
7	\$ 8.62	\$ 8.81	6	\$ 8.88	5	\$ 9.08	4	\$ 9.17
8	\$ 8.90	\$ 9.08	7	\$ 9.16	6	\$ 9.36	5	\$ 9.46
9	\$ 9.17	\$ 9.36	8	\$ 9.44	7	\$ 9.64	6	\$ 9.75
10	\$ 9.46	\$ 9.63	9	\$ 9.73	8	\$ 9.92	7	\$10.04
11	\$ 9.72	\$ 9.92	10	\$10.02	9	\$10.21	8	\$10.34
12	\$10.02	\$10.18	11	\$10.32	10	\$10.50	9	\$10.64
13	\$10.33	\$10.48	12	\$10.59	11	\$10.80	10	\$10.94
14	\$10.61	\$10.79	13	\$10.90	12	\$11.07	11	\$11.25
15	\$10.90	\$11.07	14	\$11.22	13	\$11.38	12	\$11.53
16	\$11.18	\$11.36	15	\$11.51	14	\$11.70	13	\$11.86
17	\$11.46	\$11.64	16	\$11.81	15	\$11.99	14	\$12.19
18	\$11.76	\$11.92	17	\$12.11	16	\$12.29	15	\$12.49
19	\$12.04	\$12.22	18	\$12.40	17	\$12.59	16	\$12.81
20	\$12.33	\$12.50	19	\$12.71	18	\$12.88	17	\$13.12
21	\$12.60	\$12.79	20	\$13.00	19	\$13.19	18	\$13.42
22		\$13.06	21	\$13.30	20	\$13.48	19	\$13.74
			22	\$13.58	21	\$13.78	20	\$14.05
					22	\$14.06	21	\$14.36
							22	\$14.65

# ARTICLE 45-F SCHOOL MONITOR SCHEDULE

<u>1998-99</u>		<u>1999-00</u>	<u>2000-01</u>		<u>2001-02</u>		<u>2002-03</u>	
<u>Step</u>	<u>Rate</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	\$ 6.59	\$ 6.77						
2	\$ 6.87	\$ 7.05	1	\$ 7.04				
3	\$ 7.15	\$ 7.33	2	\$ 7.33	1	\$ 7.52		
4	\$ 7.43	\$ 7.61	3	\$ 7.62	2	\$ 7.81	1	\$ 7.84
5	\$ 7.72	\$ 7.89	4	\$ 7.91	3	\$ 8.10	2	\$ 8.14
6	\$ 8.01	\$ 8.18	5	\$ 8.21	4	\$ 8.39	3	\$ 8.44
7	\$ 8.30	\$ 8.47	6	\$ 8.51	5	\$ 8.69	4	\$ 8.74
8	\$ 8.58	\$ 8.76	7	\$ 8.81	6	\$ 8.99	5	\$ 9.05
9	\$ 8.87	\$ 9.04	8	\$ 9.11	7	\$ 9.29	6	\$ 9.37
10	\$ 9.16	\$ 9.33	9	\$ 9.40	8	\$ 9.59	7	\$ 9.68
11	\$ 9.46	\$ 9.62	10	\$ 9.70	9	\$ 9.88	8	\$ 9.99
12	\$ 9.72	\$ 9.92	11	\$10.00	10	\$10.18	9	\$10.29
13	\$10.02	\$10.18	12	\$10.32	11	\$10.48	10	\$10.61
14	\$10.33	\$10.48	13	\$10.59	12	\$10.80	11	\$10.92
15	\$10.61	\$10.79	14	\$10.90	13	\$11.07	12	\$11.25
16	\$10.90	\$11.07	15	\$11.22	14	\$11.38	13	\$11.53
17	\$11.18	\$11.36	16	\$11.51	15	\$11.70	14	\$11.86
18	\$11.46	\$11.64	17	\$11.81	16	\$11.99	15	\$12.19
19	\$11.76	\$11.92	18	\$12.11	17	\$12.29	16	\$12.49
20	\$12.04	\$12.22	19	\$12.40	18	\$12.59	17	\$12.81
21		\$12.50	20	\$12.71	19	\$12.88	18	\$13.12
			21	\$13.00	20	\$13.19	19	\$13.42
					21	\$13.48	20	\$13.74
							21	\$14.05

# ARTICLE 45-G-1 COOK MANAGER SCHEDULE

<u>1998-99</u>		<u>1999-00</u>	<u>2000-01</u>		<u>2001-02</u>		<u>2002-03</u>	
<u>Step</u>	<u>Rate</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	\$ 9.82	\$10.08						
2	\$10.01	\$10.28	1	\$10.48				
3	\$10.21	\$10.47	2	\$10.69	1	\$10.96		
4	\$10.42	\$10.67	3	\$10.89	2	\$11.17	1	\$11.42
5	\$10.63	\$10.88	4	\$11.10	3	\$11.37	2	\$11.64
6	\$10.83	\$11.09	5	\$11.31	4	\$11.58	3	\$11.85
7	\$11.03	\$11.29	6	\$11.53	5	\$11.79	4	\$12.06
8	\$11.24	\$11.49	7	\$11.75	6	\$12.01	5	\$12.29
9	\$11.45	\$11.70	8	\$11.95	7	\$12.23	6	\$12.51
10	\$11.66	\$11.91	9	\$12.17	8	\$12.43	7	\$12.74
11	\$11.85	\$12.12	10	\$12.38	9	\$12.65	8	\$12.95
12	\$12.08	\$12.31	11	\$12.60	10	\$12.86	9	\$13.18
13	\$12.31	\$12.54	12	\$12.81	11	\$13.08	10	\$13.40
14	\$12.54	\$12.77	13	\$13.04	12	\$13.29	11	\$13.63
15	\$12.75	\$13.00	14	\$13.28	13	\$13.52	12	\$13.84
16	\$12.97	\$13.21	15	\$13.52	14	\$13.76	13	\$14.09
17		\$13.43	16	\$13.73	15	\$14.00	14	\$14.34
			17	\$13.97	16	\$14.21	15	\$14.59
					17	\$14.45	16	\$14.81
							17	\$15.06

# ARTICLE 45-G-2 COOK, BAKER SCHEDULE

<u>1998-99</u>		<u>1999-00</u>	<u>2000-01</u>		<u>2001-02</u>		<u>2002-03</u>	
<u>Step</u>	<u>Rate</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	\$ 8.66	\$ 8.91						
2	\$ 8.88	\$ 9.12	1	\$ 9.26				
3	\$ 9.10	\$ 9.34	2	\$ 9.49	1	\$ 9.74		
4	\$ 9.32	\$ 9.56	3	\$ 9.72	2	\$ 9.97	1	\$10.15
5	\$ 9.54	\$ 9.78	4	\$ 9.94	3	\$10.20	2	\$10.39
6	\$ 9.75	\$10.00	5	\$10.17	4	\$10.42	3	\$10.62
7	\$ 9.96	\$10.21	6	\$10.40	5	\$10.65	4	\$10.86
8	\$10.18	\$10.42	7	\$10.62	6	\$10.88	5	\$11.10
9	\$10.41	\$10.64	8	\$10.84	7	\$11.10	6	\$11.33
10	\$10.63	\$10.87	9	\$11.07	8	\$11.32	7	\$11.57
11	\$10.83	\$11.09	10	\$11.30	9	\$11.55	8	\$11.79
12	\$11.06	\$11.29	11	\$11.53	10	\$11.78	9	\$12.03
13	\$11.27	\$11.52	12	\$11.75	11	\$12.01	10	\$12.28
14	\$11.48	\$11.73	13	\$11.98	12	\$12.23	11	\$12.51
15	\$11.69	\$11.94	14	\$12.20	13	\$12.46	12	\$12.74
16	\$11.94	\$12.15	15	\$12.42	14	\$12.68	13	\$12.99
17	\$12.16	\$12.40	16	\$12.63	15	\$12.90	14	\$13.21
18	\$12.37	\$12.62	17	\$12.89	16	\$13.11	15	\$13.44
19		\$12.83	18	\$13.13	17	\$13.37	16	\$13.66
			19	\$13.35	18	\$13.61	17	\$13.93
					19	\$13.83	18	\$14.18
							19	\$14.41

# ARTICLE 45-G-3 SENIOR FOOD SERVICE HELPER (MIDDLE SCHOOL) SCHEDULE

<u>1998-99</u>		<u>1999-00</u>	<u>2000-01</u>		<u>2001-02</u>		<u>2002-03</u>	
<u>Step</u>	<u>Rate</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	\$ 8.46	\$ 8.70						
2	\$ 8.67	\$ 8.92	1	\$ 9.05				
3	\$ 8.89	\$ 9.13	2	\$ 9.27	1	\$ 9.53		
4	\$ 9.11	\$ 9.35	3	\$ 9.50	2	\$ 9.75	1	\$ 9.93
5	\$ 9.33	\$ 9.57	4	\$ 9.73	3	\$ 9.98	2	\$10.16
6	\$ 9.55	\$ 9.79	5	\$ 9.95	4	\$10.21	3	\$10.40
7	\$ 9.75	\$10.01	6	\$10.18	5	\$10.43	4	\$10.63
8	\$ 9.97	\$10.21	7	\$10.41	6	\$10.66	5	\$10.87
9	\$10.20	\$10.43	8	\$10.62	7	\$10.89	6	\$11.11
10	\$10.42	\$10.66	9	\$10.85	8	\$11.10	7	\$11.34
11	\$10.63	\$10.88	10	\$11.09	9	\$11.33	8	\$11.57
12	\$10.86	\$11.09	11	\$11.31	10	\$11.57	9	\$11.81
13	\$11.06	\$11.32	12	\$11.53	11	\$11.79	10	\$12.05
14	\$11.27	\$11.52	13	\$11.77	12	\$12.01	11	\$12.29
15	\$11.48	\$11.73	14	\$11.98	13	\$12.25	12	\$12.51
16	\$11.73	\$11.94	15	\$12.20	14	\$12.46	13	\$12.76
17	\$11.96	\$12.19	16	\$12.42	15	\$12.68	14	\$12.99
18	\$12.16	\$12.42	17	\$12.68	16	\$12.90	15	\$13.21
19		\$12.62	18	\$12.91	17	\$13.16	16	\$13.44
			19	\$13.13	18	\$13.39	17	\$13.71
					19	\$13.61	18	\$13.96
							19	\$14.18

# ARTICLE 45-G-4 SENIOR FOOD SERVICE HELPER (ELEMENTARY SCHOOL) SCHEDULE

<u>1998-99</u>		<u>1999-00</u>		<u>2000-01</u>		<u>2001-02</u>		<u>2002-03</u>	
<u>Step</u>	<u>Rate</u>	<u>Rate</u>		<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	\$ 7.45	\$ 7.70							
2	\$ 7.66	\$ 7.91	1	\$ 8.01					
3	\$ 7.86	\$ 8.12	2	\$ 8.22	1	\$ 8.49			
4	\$ 8.08	\$ 8.32	3	\$ 8.44	2	\$ 8.70	1	\$ 8.84	
5	\$ 8.30	\$ 8.54	4	\$ 8.66	3	\$ 8.92	2	\$ 9.07	
6	\$ 8.52	\$ 8.76	5	\$ 8.88	4	\$ 9.14	3	\$ 9.30	
7	\$ 8.74	\$ 8.98	6	\$ 9.11	5	\$ 9.36	4	\$ 9.52	
8	\$ 8.94	\$ 9.20	7	\$ 9.34	6	\$ 9.59	5	\$ 9.76	
9	\$ 9.16	\$ 9.40	8	\$ 9.56	7	\$ 9.82	6	\$ 9.99	
10	\$ 9.38	\$ 9.62	9	\$ 9.78	8	\$10.04	7	\$10.23	
11	\$ 9.63	\$ 9.84	10	\$10.01	9	\$10.26	8	\$10.47	
12	\$ 9.84	\$10.09	11	\$10.23	10	\$10.49	9	\$10.69	
13	\$10.05	\$10.30	12	\$10.49	11	\$10.71	10	\$10.93	
14	\$10.24	\$10.51	13	\$10.71	12	\$10.97	11	\$11.16	
15	\$10.48	\$10.70	14	\$10.93	13	\$11.19	12	\$11.43	
16	\$10.71	\$10.94	15	\$11.13	14	\$11.41	13	\$11.66	
17	\$10.91	\$11.17	16	\$11.38	15	\$11.61	14	\$11.88	
18	\$11.10	\$11.37	17	\$11.62	16	\$11.86	15	\$12.10	
19		\$11.56	18	\$11.82	17	\$12.10	16	\$12.36	
			19	\$12.03	18	\$12.30	17	\$12.60	
					19	\$12.51	18	\$12.82	
							19	\$13.03	

# ARTICLE 45-G-5 FOOD SERVICE HELPER SCHEDULE

<u>1998-99</u>		<u>1999-00</u>	<u>2000-01</u>		<u>2001-02</u>		<u>2002-03</u>	
<u>Step</u>	<u>Rate</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	\$ 5.99	\$ 6.18						
2	\$ 6.26	\$ 6.45	1	\$ 6.43				
3	\$ 6.53	\$ 6.72	2	\$ 6.71	1	\$ 6.91		
4	\$ 6.81	\$ 6.99	3	\$ 6.99	2	\$ 7.19	1	\$ 7.20
5	\$ 7.08	\$ 7.27	4	\$ 7.27	3	\$ 7.47	2	\$ 7.49
6	\$ 7.35	\$ 7.54	5	\$ 7.56	4	\$ 7.75	3	\$ 7.78
7	\$ 7.64	\$ 7.81	6	\$ 7.84	5	\$ 8.04	4	\$ 8.08
8	\$ 7.93	\$ 8.10	7	\$ 8.13	6	\$ 8.32	5	\$ 8.38
9	\$ 8.21	\$ 8.39	8	\$ 8.42	7	\$ 8.61	6	\$ 8.67
10	\$ 8.49	\$ 8.67	9	\$ 8.72	8	\$ 8.90	7	\$ 8.97
11	\$ 8.76	\$ 8.95	10	\$ 9.01	9	\$ 9.20	8	\$ 9.27
12	\$ 9.02	\$ 9.22	11	\$ 9.30	10	\$ 9.49	9	\$ 9.59
13	\$ 9.31	\$ 9.48	12	\$ 9.59	11	\$ 9.78	10	\$ 9.89
14	\$ 9.60	\$ 9.77	13	\$ 9.86	12	\$10.07	11	\$10.20
15	\$ 9.88	\$10.06	14	\$10.16	13	\$10.34	12	\$10.49
16	\$10.18	\$10.34	15	\$10.46	14	\$10.64	13	\$10.77
17	\$10.49	\$10.64	16	\$10.75	15	\$10.94	14	\$11.09
18	\$10.71	\$10.95	17	\$11.07	16	\$11.23	15	\$11.40
19	\$10.78	\$11.17	18	\$11.39	17	\$11.55	16	\$11.70
20	\$11.00	\$11.24	19	\$11.62	18	\$11.87	17	\$12.03
21	\$11.24	\$11.46	20	\$11.69	19	\$12.10	18	\$12.37
22		\$11.70	21	\$11.92	20	\$12.17	19	\$12.60
			22	\$12.17	21	\$12.40	20	\$12.68
					22	\$12.65	21	\$12.92
							22	\$13.18

Scrubbing and scraping of tables and chairs at the end of the school terms will not be the responsibility of the cafeteria employees.

# ARTICLE 45-H STORES CLERK SCHEDULE

<u>1998-99</u>		<u>1999-00</u>	<u>2000-01</u>		<u>2001-02</u>		<u>2002-03</u>	
<u>Step</u>	<u>Rate</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	\$ 8.57	\$ 8.68						
2	\$ 8.92	\$ 9.03	1	\$ 9.03				
3	\$ 9.27	\$ 9.38	2	\$ 9.39	1	\$ 9.51		
4	\$ 9.62	\$ 9.73	3	\$ 9.76	2	\$ 9.87	1	\$ 9.91
5	\$ 9.97	\$10.08	4	\$10.12	3	\$10.24	2	\$10.28
6	\$10.34	\$10.43	5	\$10.48	4	\$10.60	3	\$10.67
7	\$10.69	\$10.80	6	\$10.85	5	\$10.96	4	\$11.05
8	\$11.04	\$11.15	7	\$11.23	6	\$11.33	5	\$11.42
9	\$11.41	\$11.50	8	\$11.60	7	\$11.71	6	\$11.81
10	\$11.76	\$11.87	9	\$11.96	8	\$12.08	7	\$12.20
11	\$12.11	\$12.22	10	\$12.34	9	\$12.44	8	\$12.59
12	\$12.46	\$12.57	11	\$12.71	10	\$12.82	9	\$12.96
13	\$12.83	\$12.92	12	\$13.07	11	\$13.19	10	\$13.36
14	\$13.18	\$13.29	13	\$13.44	12	\$13.55	11	\$13.74
15	\$13.54	\$13.64	14	\$13.82	13	\$13.92	12	\$14.12
16	\$13.90	\$14.00	15	\$14.19	14	\$14.30	13	\$14.50
17	\$14.25	\$14.36	16	\$14.56	15	\$14.67	14	\$14.90
18	\$14.61	\$14.71	17	\$14.93	16	\$15.04	15	\$15.29
19	\$14.97	\$15.07	18	\$15.30	17	\$15.41	16	\$15.67
20		\$15.43	19	\$15.67	18	\$15.78	17	\$16.06
			20	\$16.05	19	\$16.15	18	\$16.44
					20	\$16.53	19	\$16.83
							20	\$17.22



# ARTICLE 45-I REGISTERED PROFESSIONAL NURSE SCHEDULE

<u>1998-99</u>		<u>1999-00</u>	<u>2000-01</u>		<u>2001-02</u>		<u>2002-03</u>	
<u>Step</u>	<u>Rate</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	\$ 8.32	\$ 8.32						
2	\$ 8.76	\$ 8.76	1	\$ 9.65				
3	\$ 9.20	\$ 9.20	2	\$10.11	1	\$11.13		
4	\$ 9.63	\$ 9.63	3	\$10.57	2	\$11.59	1	\$12.51
5	\$10.07	\$10.07	4	\$11.02	3	\$12.05	2	\$12.99
6	\$10.51	\$10.51	5	\$11.47	4	\$12.50	3	\$13.47
7	\$10.95	\$10.95	6	\$11.93	5	\$12.95	4	\$13.94
8	\$11.39	\$11.39	7	\$12.39	6	\$13.41	5	\$14.41
9	\$11.87	\$11.87	8	\$12.85	7	\$13.87	6	\$14.89
10	\$12.36	\$12.36	9	\$13.34	8	\$14.33	7	\$15.37
11	\$12.88	\$12.88	10	\$13.85	9	\$14.82	8	\$15.85
12	\$13.38	\$13.34	11	\$14.40	10	\$15.33	9	\$16.36
13		\$13.84	12	\$14.87	11	\$15.88	10	\$16.89
			13	\$15.39	12	\$16.35	11	\$17.46
					13	\$16.87	12	\$17.95
							13	\$18.49

# ARTICLE 45-J LICENSED PRACTICAL NURSE SCHEDULE

<u>1998-99</u>		<u>1999-00</u>		<u>2000-01</u>		<u>2001-02</u>		<u>2002-03</u>	
<u>Step</u>	<u>Rate</u>	<u>Rate</u>		<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	\$ 7.66	\$ 7.66							
2	\$ 8.01	\$ 8.12	1	\$ 8.47					
3	\$ 8.36	\$ 8.47	2	\$ 8.94	1	\$ 9.45			
4	\$ 8.71	\$ 8.82	3	\$ 9.31	2	\$ 9.92	1	\$10.30	
5	\$ 9.06	\$ 9.17	4	\$ 9.67	3	\$10.29	2	\$10.79	
6	\$ 9.41	\$ 9.52	5	\$10.04	4	\$10.65	3	\$11.18	
7	\$ 9.78	\$ 9.87	6	\$10.40	5	\$11.02	4	\$11.56	
8	\$10.14	\$10.24	7	\$10.76	6	\$11.38	5	\$11.94	
9	\$10.50	\$10.60	8	\$11.15	7	\$11.74	6	\$12.32	
10	\$10.90	\$10.96	9	\$11.52	8	\$12.13	7	\$12.69	
11	\$11.28	\$11.36	10	\$11.90	9	\$12.50	8	\$13.10	
12	\$11.71	\$11.74	11	\$12.31	10	\$12.88	9	\$13.48	
13	\$12.13	\$12.17	12	\$12.71	11	\$13.29	10	\$13.88	
14	\$12.56	\$12.59	13	\$13.16	12	\$13.69	11	\$14.31	
15	\$12.99	\$13.02	14	\$13.59	13	\$14.14	12	\$14.72	
16	\$13.41	\$13.45	15	\$14.04	14	\$14.57	13	\$15.19	
17		\$13.87	16	\$14.49	15	\$15.02	14	\$15.64	
			17	\$14.92	16	\$15.47	15	\$16.11	
					17	\$15.90	16	\$16.58	
							17	\$17.03	

## ARTICLE 46 - IN-SERVICE PROGRAMS

### Section 1

A joint effort will be made by the Union and the District to provide programs dealing with the special needs that would be appropriate for Support Staff on Staff Development Days and for additional in-service courses.

### Section 2

In addition, the District shall offer, at no cost to unit members, in-service courses. These courses shall be developed to reflect the needs and interests of both the District and the Staff. Classes shall be held at a variety of times, e.g. after school, evenings and summers.

## ARTICLE 47 - EMERGENCY VOLUNTEER WORK

### Section 1

Employees who serve as volunteer firemen and/or emergency squad members will be allowed to perform emergency volunteer work during scheduled work hours, with no loss of pay, when requested to do such work by the chief engineer or his designee, of the volunteer fire department and/or emergency squad. Employees will not be penalized if they are present at the site of the emergency when their scheduled work starts and if required to remain on emergency duty by the chief engineer or his designee. Employees who are at work at the time of an emergency call shall, if performing work "critical" to the continued operation of the District, remain on duty and complete such work prior to responding to the outside emergency.

## ARTICLE 48 - EMPLOYEE EVALUATIONS

### Section 1 - Purpose

- a. To provide each employee with a performance report clearly indicating that employee's performance within the organization. The performance report form is denoted as Appendix I, attached hereto and made a part hereof.
- b. To stimulate growth and development in each employee.
- c. To permit employees and supervisors to cooperatively develop programs which will enhance each employee's job and will improve interpersonal communications between employees and supervisors.

### Section 2 - Frequency

The form provided for in Appendix I shall be used for employee evaluations. Employees will be evaluated according to the following schedule:

Probationary employees - at least twice during the probationary period and at least once during the following six (6) months.

Permanent employees - at least once during each fiscal year.

Provisional employees - at least once during each fiscal year.

### Section 3 - Review Process

All employees: 1) will have their evaluations reviewed with them by their supervisor or designee; 2) will be given a copy of the evaluation; 3) will be given an opportunity to respond in writing within ten (10) days of the evaluation; 4) will sign such evaluation, such signature merely acknowledging that the employee has had a review of same and does not signify either agreement or disagreement with the contents of the evaluation; and 5) such signed evaluation, and any written response thereto, will be entered into the employee's personnel file.

#### Section 4 - Written Response

At the evaluation review meeting provided in Section 3 above, should an employee so elect, he may request a meeting within ten (10) work days at which time he may provide a written response and have a representative of his choice present. Such representative must be an employee of the District.

#### ARTICLE 49 - DURATION

The provisions of this contract shall be in force from July 1, 1998 through June 30, 2003.

Corning-Painted Post Area  
School District

City of Corning School Unit of  
the Steuben County Local of  
the Civil Service Employees  
Association Inc., Local 1000,  
AFSCME (AFL-CIO)

/s Donald B. Trombley  
Donald B. Trombley, Ph. D.  
Superintendent of Schools

/s John LeBaron  
Mr. John LeBaron  
President

**APPENDIX I****CORNING PAINTED POST AREA SCHOOL DISTRICT****SUPPORT STAFF PERFORMANCE REPORT**

STAFF MEMBER\_\_\_\_\_

ADMINISTRATOR\_\_\_\_\_

DEPARTMENT\_\_\_\_\_

POSITION\_\_\_\_\_

HIRE DATE\_\_\_\_\_

EVALUATION DATE\_\_\_\_\_

**CIVIL SERVICE STATUS:** (Check ONE)

PROVISIONAL\_\_\_\_\_

PROBATIONARY\_\_\_\_\_

PERMANENT\_\_\_\_\_

**DEFINITIONS OF RATINGS:**

OUTSTANDING (O/S) - Consistently performs well above expectations of the organization.

DOING JUST FINE (DJF) - Consistently meets expectations of the organization. Doing a good job.

NEEDS IMPROVEMENT (NI) - Exhibits need for improvement.

UNACCEPTABLE (UA) - Does not meet expectations of the organization.

NOT APPLICABLE (NA) - Not applicable to this position.

**PERFORMANCE APPRAISAL**

	O/S	DJF	NI	UA	NA
1. Accountability - accepts consequences of own actions & conduct.					
2. Adaptability - ability to perform other jobs, learn new methods; adjusts to changes & varying circumstances; works well under pressure; responsive to suggestions; flexible.					
3. Analyzes - effectively identifies & solves needs and problems.					
4. Appearance - displays appropriate appearance for job position.					
5. Attendance and Punctuality - maintains expected attendance & meets daily obligations.					
6. Attitude - conveys a positive attitude & interest towards the job; is ready for work at all times, on time.					
7. Verbal communications - includes listening skills.					

White    Personnel Services  
Yellow    Staff Member  
Pink    Administrator

	O/S	DJF	NI	UA	NA
8. Written communications - letters, notes, memos, minutes.					
9. Compliance - follows & adheres to policies, regulations and procedures.					
10. Confidentiality - maintains appropriate confidentiality of information.					
11. Dependability - reliable; completes assigned tasks on schedule; uses time productively.					
12. Initiative - does things on own; develops new ideas & procedures.					
13. Judgement - uses good judgement; handles matters with discretion; makes appropriate choices.					
14. Planning & Organization - ability to plan work & set realistic goals; anticipates unusual workloads & maintains good working environment.					
15. Quality - Work is neat, thorough, complete, accurate & timely.					
16. Relationships - works well with peers, subordinates & superiors; considerate, courteous, pleasant.					
17. Responsibility - requires minimum supervision.					

If an item is checked "Outstanding", an explanation must be written. If an item is checked "Needs Improvement" or "Unacceptable", it is mandatory that an explanation be written and suggestions for improvement given (in space provided below, extra pages may be attached). If two supervisors have a difference of opinion on a particular rating, initials of each must accompany rating.

#### EXPLANATIONS FOR RATINGS:

#### OTHER COMMENTS: (Employee or Supervisor)

1. Signature means employee evaluated has received a copy of the report. Signature does not necessarily mean agreement with the evaluation.

2. I have seen this completed appraisal and am aware that I have ten (10) days from this date to submit written comments, if so desired, to be attached to this form and signed by all parties.

Employee's Signature\_\_\_\_\_

Date\_\_\_\_\_

Evaluator's Signature\_\_\_\_\_

Date\_\_\_\_\_

Additional Evaluator\_\_\_\_\_

Date\_\_\_\_\_

(if applicable)

Representative\_\_\_\_\_

Date\_\_\_\_\_

(if applicable)

## APPENDIX II

### TRANSPORTATION WORK RULES

#### Section I - General Guidelines

Drivers responsibilities are numerous to both the children and the vehicles. Below is a list which is not all inclusive, but deals with responsibilities to the bus:

- a. Pre-check/post check daily
  - b. Sweeping
  - c. Fueling (other liquids)
  - d. Inside of windows
  - e. Tires for proper air and wear
  - f. Paperwork related to buses (trip tickets, daily sheets, etc.)
  - g. Proper notification of absences
  - h. Being timely for all assignments
  - i. To question if in doubt about anything
  - j. Report mechanical problems to Mechanic as soon as possible.
- k. Mechanics are to drive only when all driving resources are expended, and all efforts shall be made to leave one in the Garage for emergencies. Out of town trips are an exception.
- l. Substitutes are required to leave a bus swept and fueled. When fueling of the bus is required, write on trip card to ensure 1/4 hour extra pay.
- m. Drivers are required to sweep their buses daily.
- n. Buses, where possible, will be washed once a week by a Bus Washer. Drivers are not required to wash outside of bus.
- o. Drivers main duty is to drive their routes with their children. All extra trips are secondary to those routes and may be refused by the driver.
- p. Deliveries will go first to personnel who are identified by job description. If they are unavailable, then it's offered to full time employees at the Garage. If none available, to Warehouse men, then, if all else fails, to Bus Drivers. Seniority will rule.
- q. Drivers will turn in, no later than the 3rd week of school, a list or sequentially arranged (from first to last pickup) stack of forms, listing students names, pickup points, phone numbers, and addresses. These students are for routes only (a.m., noon, p.m.), not transfers. The Secretary will compile the list in a format for the Drivers/Dispatcher and Transportation Supervisor within one week of turn in.
- r. All disciplinary referrals will be turned in to the office the day of the infraction and discussed with the Supervisor who will in turn contact the school. Exceptions, to give to the school directly, will be made depending on severity of problem and location of the bus.
- s. Buses will be cleaned and turned in at the end of the school year by the driver, no later than one week after close of school. The bus must be de-gummed, wet-dusted inside, windows done, floor mopped at a minimum. Three hours pay provided.
- t. When persons are contacted for specific routes, and from time to time the departure times are changed, but remain within the normal time period, there will be no extra pay.

u. Special driving situations will be addressed by asking for Drivers to sign up for a specified job, and that situation will be handled that way for the year. Should the requirement be four or more times a week, the Transportation supervisor and Union Representative will determine the feasibility of a contract being established.

v. There are only three (3) acceptable drop-off points for extra-curricular activities: the school, Denison Donuts, and/or the Bus Garage if the coach and/or teacher coordinates this. Exceptions to this will be arranged between the Transportation Supervisor and a Principal, and will be annotated on the trip card.

w. Any a.m. or p.m. contracted time must be 1-1/2 hours, before the 15 minute pre/post check time is added.

## Section 2 - Extra Trips

a. Reimbursement for meals for out of town trips will be three dollars (\$3.00) for lunch and six dollars (\$6.00) for dinner.

b. All bus drivers shall have a minimum of the two years current contract driving experience with the District prior to taking extra-curricular trips. If however, at any time drivers with this experience are not available for such a trip, the newer District's drivers will be offered this assignment.

c. In the event the actual hourly rate for educational trips totals less than six dollars and fifty cents (\$6.50) the driver will be paid six dollars and fifty cents.

d. All monies earned by bus drivers above their regular salary shall be included in the total amount earned in qualifying for health benefits. This will be accumulated one year and qualify the driver for benefits the next school year.

e. In the event it becomes impossible through scheduling or lack of buses, because of regular runs, for District drivers to take the extra runs, the District shall offer to the regular driver, the longer of the two runs in question (either the extra or regular run) and the outside contractor shall be given the trip not selected by the regular driver.

f. Educational runs shall be offered on a rotating seniority basis.

g. A bus driver who is off work during any part of the regular workday for any reason other than sickness or disability, and who desires to remain in rotation for extra trips, must so inform the School Bus Dispatcher by 9:00 a.m. of the preceding workday prior to the driver's return to work. A driver who is absent because of sickness or disability on a regularly scheduled workday shall be ineligible for extra trips on the next day.

h. In the event a bus driver scheduled for an extra trip has an event canceled, without prior notice, the bus driver shall be assigned the next unscheduled trip.

i. Bus drivers shall not be required to wash buses.

j. Bus drivers may have the option of a 21 or 26 pay plan.



### Section 3 - Educational Trips

Educational trips are those trips between 8:00 a.m. and 2:45 P.M. regardless of location. There will be no split trips unless there is absolutely no other way to accomplish the trip. Out of town educational trips which are long in duration will be rotated by seniority.

a. Trips of short duration which would interfere with Noon Runs (thus requiring an extra driver to return them) will not be offered to those who have Noon Runs unless no other drivers are available.

b. Out -of-town educational trips of long duration, i.e. morning run, noon run, and some part of all of the afternoon run, will be offered on a rotational by seniority basis.

### Section 4 - Out of Town Trips

Out of Town Trips will be offered to Drivers in the following manner:

- |         |   |
|---------|---|
| First:  | Drivers on contract over 2 years.       |
| Second: | Drivers on contract under 2 years.      |
| Third:  | Mechanics who have driven over 2 years. |
| Fourth: | Substitutes                             |
| Fifth:  | Transportation Supervisor/Dispatcher    |

a. If an out of town trip is "canceled" after the driver picks up the bus, no matter what the circumstances, the driver has a choice of "Show up time" of 2 hours, or a makeup trip. (Exception: Drivers not normally scheduled for out of town trips just receive 2 hours show up time.

b. If a driver refuses an out-of-town trip on a specific day, that driver is ineligible the rest of the day.

c. If the day is busy, requiring the use of mechanics, and less than two year drivers, a contract driver with more than 3 hours between trips (i.e. a.m. trip - next p.m.) will be offered a second trip before a less than a year Driver or mechanic is offered a trip.

d. A week day split out-of-town trip (i.e. out at 9:00 a.m., pick up at 5:00 p.m.) the driver will return. The first part will be paid as an education trip. The second part will be paid as out-of-town from the end of the p.m. route to return to school, plus one hours.

e. If a driver is not available, after a reasonable attempt, to be asked if they want a trip, they are due a make-up if skipped over.

f. Once a trip is issued, it won't be taken back. Exceptions will be dealt with on a case by case basis.

g. If an out-of-town trip is canceled in sufficient time to notify the driver, the driver will receive the next unscheduled trip out.

h. If the driver has an out-of-town trip and then calls in sick and can't do the scheduled trip, the driver does not get a makeup.

i. The total time for an out of town trip is taken from arrival at school for pickup to return to school for discharge. The driver is then paid one (1) hour extra for the trip to and from the Bus Garage and to refuel and clean the bus.

j. On out-of-town trips within 25 miles, as a guideline exceeding 5 hours in duration, the driver will return to the Bus Garage and return at the time designated by the Coach. Minimum pay: 5 hours. (Weather and coaches requirements for lunch, etc. overweigh the return to the garage.)

k. Meals will be paid for on all out-of-town trips (including educational) if the driver is away during the times listed. No receipts required. Overnight trips will be negotiated between the Transportation Supervisor and the Union Representative.

Lunch	12:00 - 1:00 p.m. -	\$3.00
Dinner	5:00 - 6:00 p.m. -	\$6.00

l. When possible, all out-of-town trips cards will be given out the day prior to vacation breaks, with the exception of call-ins which will be handled as they arise. Out of town trips scheduled for Friday, Saturday or Sunday will be given out on Thursday prior to weekend if feasible.

#### Section 5 - Determining Routes for Each School Year

The following procedure will be implemented to determine routes for each school year:

##### May - June:

All drivers will tentatively be assigned regular a.m. and p.m. routes for the following school year, based upon seniority, desires, etc. Additionally, the known noon, BOCES, late runs will be assigned, again based upon seniority, desires, etc. With luck, this will be the way the new school year will start.

##### By the end of September:

Route duration will be fixed, by either adding or subtracting times from the estimates done in May - June.

##### December:

The routes will be re-evaluated to determine accuracy of time to accomplish them, and, where appropriate, the times will be adjusted by either adding or subtracting. This re-evaluation should last until June, unless some severe changes occur.

The above should be considered when requesting posted routes and times.

##### Things to Consider:

- a. The longer the day (i.e., a.m., noon, and p.m. runs), the fewer educational will be available.
- b. There will be no split trips, unless there is absolutely no other way to accomplish the trip.
- c. Where possible, route drivers will do their routes, and substitutes will take teams to short, out-of-town trips.

#### Section 6 - Drop-Off Points

Exceptions to established drop off points should be granted on a case by case basis by the Director of Transportation and Building Principal. Exceptions should not be abused, and must be specific.

Article 36 - Grievance Form

Stage 1

Name \_\_\_\_\_

Date \_\_\_\_\_

Nature of Grievance \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If this grievance is to be taken to Stage 2, it must be presented within five days of the supervisor's response to the Assistant Superintendent for Personnel.

Date \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

-----

Stage 2

The following grievance is submitted in accordance with the current contract between the City of Corning School Unit of the Steuben County Local of the Civil Service Employees' Association, Inc. Local 1000, AFSCME, AFL-CIO and the Corning-Painted Post Area School District.

\_\_\_\_\_  
\_\_\_\_\_